Mimeo. Material, Misc. Package, 1943-44-45.

State Min. Wage Legislation - Post War Nec
Women's Wages in Wartime, 11/44 1944.
Post War Bibliography 1945.
Help Her Stay on the Job. 1944
Wartime Publications Apr 1944,& Sept 1944

Labor Law Summaries, Dec. 15, 1944 by Stat
I A G L O Reports, (Women in Industry &
Min. Wage, 1943.
Women in Industry 1943 & 1944.
First Quarter Century of W.B. 1943.

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Mimeographs & Multiliths

State Min Wage Legislation - a Postwar Necessity - Oct 1944 (mimeog)

Women's Wages in Wartime Nov. 1944 (mimeog)

Postwar Bibliog (May 1945) (mimeog)

~~Summary of State Labor Laws for Women - Aug 1944~~ in separate package (mimeog)

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3/17/44

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WOMEN'S BUREAU
SEP 16 1946
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Prepared and annotated for McCall's Magazine by

EDWARD L. BERNAYS
America's foremost public relations counsel

in connection with his two-part article entitled

"THE TWO LIVES OF WOMEN"

Appearing in McCALL'S June-July, 1946

McCALL'S MAGAZINE
P. O. BOX 369, NEW YORK 17, N. Y.

INTRODUCTION

The selected bibliography which follows was prepared and annotated by Edward L. Bernays, America's foremost public relations counsel, in connection with his two-part article, "The Two Lives of Women", appearing in the June and July, 1946, issues of McCall's Magazine.

For those who may wish to explore more fully the vital problem of women-men relationships, this bibliography presents a wide range of titles of books, publications and reference works dealing with women in the economic, legal, professional and business relationships.

Your comment on the present or future usefulness of this bibliography will be most welcome.

TABLE OF CONTENTS

Subject	Page	Subject	Page
BIBLIOGRAPHIES	3	RELIGION	5
HISTORY	3, 4	SOCIOLOGY	5
ANCIENT	3	ECONOMIC STATUS	6
GENERAL	3	FAMILY STATUS	6
EAST	4	GENERAL STATUS	6, 7
ENGLAND, IRELAND, ETC.	4	LEGAL STATUS	7
FRANCE AND WESTERN EUROPE	4	POLITICAL STATUS	7
U. S. A.	4	PROFESSIONAL STATUS	7, 8
ANTHROPOLOGY	4	ARTISTIC AND INTELLECTUAL ACTIVITY	8
EDUCATION	5	BUSINESS ACTIVITY	8
PSYCHOLOGY	5	POLITICAL ACTIVITY (INTERNATIONAL)	8
WOMEN IN INDUSTRY	5	TRADE UNION ACTIVITY	8
HISTORICAL	5	WOMEN UNDER COMMUNISM	8
PRESENT	5	WOMEN UNDER FASCISM	8

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WOMEN UNDER FASCISM

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In Women's Bureau

International Altrusan, February, 1944, contains several accounts of work of Altrusa Clubs in helping older women find and hold jobs. Other articles concern problems of older workers.

A Study of Student Record Cards of 700 Women Trainees at Penn State School of Aeronautics - Dept. of Public Instruction. The study was to determine:
Facts regarding grading
Factors which bear upon success or failure of women trainees
Typical woman trainee

Annual Report of the Industrial Commissioner for the 12 months ending Dec. 31, 1942. N. Y. Dept. of Labor.

In the Labor Library

Industrial Medicine, March, 1944 contains:
Gynecological and Obstetrical Problems of the Industrial Physicians.
Health Problems of Women in Industry
Selected items of plant-to-plant study sponsored by the Ind. Hygiene Foundation of Am.

Aviation, March, 1944, contains:
Northrop's Plan for Post-War Employee Relocation
Planning to employ about 2,500 after the war there will be 8,500 excess. About 3,000 of them are women "most of whom it is believed will want to return to their homes or former occupations." (Northrop Aircraft, California)

Scott's Plan for Reconverting Small War Plants
Scott Aviation Corp. expect release, temporarily at least, 600 of 1,000 employees. They have set up reserves from which to give termination pay of $10 a week for 9 weeks, to supplement New York Unemployment Insurance payments of $18 a week.

RECENT MATERIAL ABOUT WOMEN

In Labor Library

People of Peace at War - Pepperell Manufacturing Company, Boston, Mass. 1943.

Textile workers on war materials, pictures and brief text.

The Manpower Situation - The Conference Board Business Record, February, 1944

gives representative statements by industry, on turn-over, effects of cut-back, desirability of labor draft. Most think draft would not yield additional workers to their own concerns.

Should the Office of Education Administer Funds for Post-War Education of Service Men and Women? Debate in Congressional Digest, March, 1944.

RECENT ARTICLES ABOUT WOMEN

In the Women's Bureau

Guide to the Immediate and Maximum Utilization of Woman Power. Army Service Forces, Civilian Personnel Information. Bul. No. 3, Nov. 10, 1943.
Covers - Preparation, job requirements, breakdown, etc.
Recruitment
Training
Retention, supervision, working conditions, community services.

In the Labor Library

Factory Management and Maintenance, February 1944, contains:

"Why Women Quit." Exit interviews with 1,015 women. Gives age, marital status, education, previous employment, as well as reasons for leaving.

"Training Women to Test Engines." Training at Allison Division, General Motors, Indianapolis.

Employing the Married Woman Worker. Alabama State Health Department. Employment and health problems.

Earnings and Social Security in the United States, by W. S. Woytinsky. Social Science Research Council, Washington, 1943. Analysis of Social Security Data on taxable wages in 1939, including comparison of men's and women's earnings.

RECENT MATERIAL ABOUT WOMEN

In Women's Bureau

Independent Woman, May, 1944, contains:
Womanpower vs. Manpower (Why don't women progress?)
They Work for U.N.R.R.A. (four women)
Office Hazards and How to Avoid Them
Post War Jobs for the Millions (Statistics and what women's clubs might do)

RECENT MATERIAL ABOUT WOMEN

In Women's Bureau

The Independent Woman, April 1944, contains:
Advisors on Woman Power - Women's Advisory Committee of W.M.C. and how it works.
Shall Women Have Equal Pay? - A symposium of statements of industrial, business and labor leaders.
The Master File and the Census on Equal Pay - Based on information from master file cards of members of National Federation, and median salaries reported by 1940 Census for selected occupations.

In the Labor Library

Do City Girls Like the Farm? by Bess Furman in Think, March, 1944 (stories of individuals)

Women's War Wages by Emily Sims Marconnier Asst. Dir., Div. of Women in Ind. and Minimum Wage in Better Times, Mar. 31, 1944.
For every woman making enough to buy luxuries, many barely make ends meet.

RECENT MATERIAL ABOUT WOMEN

In Women's Bureau

Employee Counseling. Industrial Relations Section, Dept. of Economics and Social Institutions, Princeton University, 1944

Training Women for War Work. War Manpower Commission

In Labor Library

Keeping 8,000 Women on the Job - Mill and Factory, February, 1944, p. 92
Nursery school for employees children, training before employment, a sympathetic and counseling staff have helped maintain a low absence rate. "Employees are content with working conditions---including a 10-hour day."

Weekly Work Hours in Public Health Nursing - Public Health Nursing, February, 1944, p. 94
Of 503 agencies reporting, only 8 percent had hours of 44 or longer, 27 percent less than 40.

RECENT MATERIAL ABOUT WOMEN

In the Women's Bureau

Problems in Operating Shifts in The Conference Board Management Record, March, 1944.
Includes some material about women's shifts, rotation, and so on.

The Independent Woman, March, 1944, contains:

Now is the Older Woman's Chance
Counseling for the Millions
Returned veterans and war workers
Tentative Legislative Program, 1944-45, includes:

Adequate appropriation for Women's Bureau
Equal Rights amendment
Opposition to discrimination against women

National Service Act
Some of the pertinent pros and cons recently pointed out in public discussion.

In the Labor Library

Collective Bargaining Developments and Representative Union Agreements. National Industrial Conference Board, Studies in Personnel Policy No. 60, 1944.
A number of the agreements call for equal pay for women on men's jobs (with varying qualifications.) Three have provisions for maternity leave with protection of the woman's seniority.

RECENT MATERIAL OF INTEREST

In Women's Bureau

Department of Commerce
Post-War Problems of Wholesalers
Regional Shifts in Population, Production and Markets, 1939-43

American Women in the Postwar World

A symposium of the role women will play in business and industry. Newsweek's Club Bureau.

In Labor Library

Replacing Men with Women in Personnel Journal, April, 1944. (Johns Manville Co.)

"We have one hundred fine women, sixty of them trained for the very tough job of order clerk and forty trained to help with our cost accounting problems, cost engineering we call it, because our cost accountants must go into the plants and study men, machines and materials in much the same way industrial engineers make surveys..."

A Study of Women Employed on Extremely Fine Work - in British Medical Journal, March 18, 1944. (eye tests, etc.)

In Labor Library

Here is Industry's Verdict on Women Counselors, in Factory Management and Maintenance, March, 1944.

Based on questionnaires sent to representative plants all over the country.

Mahomet Goes to the Mountain, Douglas Airview, March 1944.

Douglas Aircraft has developed 12 feeder plants employing about 3,500 workers, most of them housewives and students. Many are on 4 hour shifts. The work done is chiefly assembly.

Post War Proposals - by Frances Perkins, in Mill and Factory, March 1944.

Includes the following:

Revocation of all permits for the work of women beyond 8 hours and on the graveyard shift.

Promote the reduction of hours to 40 a week.

Advise and assist women who are what might be called "pin-money" earners who came into the labor market only because of the war need, to leave the labor market and make opportunity for girls and women who must work regularly.

The Journal of the American Medical Association, March 11, 1944, contains:

Working Conditions for Female Employees
Health Maintenance Program for Women in Industry
Proper Placement of Women in Industry
Specific Problems of Women in Industry

Women in Industry, Loss Prevention Dept., Liberty Mutual Insurance Co., Boston, May 1, 1943.

Shipyard Diary of a Woman Worker, by Augusta H. Clawson, Penguin Books, N. Y. 1944.

RECENT MATERIAL ABOUT WOMEN

In Women's Bureau

Summer in the Shipyards, Part I, by Fay G. Calkins in Womans Press, April, 1944, p. 170

In Labor Library

Industrial Nurses and the Wage and Hour Law, in The American Journal of Nursing, May, 1944, p. 467.

A registered nurse may be given an exempt classification as a professional employee if she meets all qualifications for such employees including a salary of $200 a month or more.

Human Aspects of Multiple Shift Operation by Paul and Faith Pigors, Dept. of Economics and Social Science, M.I.T. Cambridge, 1944.

The Labor Gazette (Canada) April, 1944, contains:
Canadian Women in War Industries, p. 456 (With special account of four firms)

Women Munition Workers in South Africa, p. 465

Commonwealth of Pennsylvania
DEPARTMENT OF PUBLIC INSTRUCTION
Harrisburg

~~Shaine~~ Returned Robinson

WOMEN'S BUREAU
LIBRARY

ONE HUNDRED AND ONE ANNOTATED PAMPHLETS

ON

THE WOMAN WORKER IN INDUSTRY

WB p. 14

by Rachel S Turner

Does not list 192-5, 6; 198; Sp. Bul. 14, 15, 17, 18 not included but apparently she has not received them. Her last letter to us was in Dec. 1943. (See letter written her 6/8/44.

April, 1944

Phoned Library 6/6 so they could obtain copy of this if they wished

PREFACE

The entrance of women workers into numerous industrial occupations to alleviate the critical shortage of manpower has resulted in publication of materials to assist the worker in becoming occupationally adjusted and to inform the employer of policies, practices and the experiences of others in utilizing women efficiently in industrial production.

This annotated list of pamphlets was prepared as a ready reference to available materials, some of which should be utilized in War Production Training classes preparing women for industrial employment. Training should assist in orienting and adjusting the worker as well as aid her in gaining the desired skills. Industrial managers, supervisors and foremen will find in this list numerous pamphlets which will be most helpful in explaining and suggesting solutions to the various problems they encounter with women employees.

The compilation was made by Rachel S. Turner, formerly Counselor of Women for the Pennsylvania State School of Aeronautics, under the direction of the Principal, Robert T. Stoner, serving under the general direction of Paul L. Cressman, Director of the Bureau of Instruction.

Francis B. Haas
Superintendent of Public Instruction

April, 1944

TOPICAL GROUPING OF PAMPHLETS

ON

WOMEN AND MINORS AS INDUSTRIAL WORKERS

(If you are in search of material on a particular topic, note the pamphlets pertaining to it here, then turn to the references in the annotated list for further information.)

	Reference Page
ABSENTEEISM AND TURNOVER	
Women's Bureau, U. S. Department of Labor:	
1. Absenteeism	21
2. Women Workers in Some Expanding Wartime Industries	16
George S. May Business Foundation:	
3. Absenteeism	5
4. Womanpower	6
Public Affairs Pamphlets:	
5. Women at Work in Wartime	8
CHILD CARE	
Children's Bureau, U. S. Department of Labor:	
1. The Children's Bureau Program	1
2. Counseling Service in a Day-Care Program	1
3. Factors in Planning Community Day-Care Programs	2
4. Standards for Day-Care of Children of Working Mothers	2
5. Controlling Juvenile Delinquency	2
George S. May Business Foundation:	
6. Womanpower	6
Public Affairs Pamphlets:	
7. Women at Work in Wartime	8
U. S. Office of Education, Federal Security Agency:	
8. School Services for Children of Working Mothers	11
9. All-Day School Programs for Children of Working Mothers	12
10. Nursery Schools Vital to America's War Effort	12
Vocational Training for War Production, Public Schools, Portland, Oregon	
11. Wanted - Ship Builders	12
Women's Bureau, U. S. Department of Labor:	
12. Night Work for Women and Shift Rotation in War Plants	18
CLOTHING FOR SAFETY	
George S. May Business Foundation:	
1. Womanpower	6
National Safety Council:	
2. Safety Fashions for Women in Industry	6
U. S. Office of Education, Federal Security Agency:	
3. Safety Clothing for Women in War Production	11

Page

Vocational Training for War Production, Public Schools, Portland, Oregon:
Oregon:
4. Help Wanted - Ship Builders. 12

Women's Bureau, U. S. Department of Labor:
5. Safety and Health Problems of Women in Industry. 21
6. Safety Clothing for Women in Industry. 18
7. Safety Caps for Women in War Factories 18
8. Safety Caps for Women Machine Operators. 19
9. Women's Wartime Occupational Hazards 21
10. Work Shoes Fill Health and Safety Need 22

COMMUNITY FACILITIES NEEDED BY THE WOMAN WORKER

Children's Bureau, U. S. Department of Labor:
1. Controlling Juvenile Delinquency. 2
2. Standards for Day-Care of Children of Working Mothers. 2
3. The Children's Bureau Program. 1
4. Factors in Planning Community Day-Care Programs. 2
5. Counseling Service in a Day-Care Program 1

U. S. Office of Education, Federal Security Agency
6. Nursery Schools Vital to America's War Effort. 12
7. All-Day School Programs for Children of Working Mothers. . . . 12
8. School Services for Children of Working Mothers. 11

Women's Bureau, U. S. Department of Labor:
9. Part-Time Employment of Women. 19
10. Recreation and Housing. 20

COUNSELING AND PERSONNEL RELATIONS WITH WOMEN WORKERS

U. S. Office of Education, Federal Security Agency:
1. Orientation of Women Trainees in War Production Classes 11
2. Characteristics of Women as Workers 11
3. Coordinators of War Production Training for Women -
Clarify Your Jobs . . 10

Vocational Training for War Production, Public Schools, Portland, Ore.
4. "Information Please" - The women counselors. 12

Women's Bureau, U. S. Department of Labor:
5. Women in Personnel and Industrial Relations with Women Workers 17
6. The Woman Counselor in War Industries. 22

HEALTH HAZARDS FOR WOMEN

Children's Bureau, U. S. Department of Labor:
1. A Maternity Policy for Industry. 1
2. Standards for Maternity Care and Employment of Mothers in
Industry. . 1

George S. May, Business Foundation:
3. Absenteeism. 5

Pa. Department of Labor and Industry:
4. Regulations for Industrial Sanitation, 1943. 8

U. S. Office of Education, Federal Security Agency:

5. Washing and Toilet Facilities for Women Trainees. 11

Women's Bureau, U. S. Department of Labor:

6. Women Workers in Expanding Wartime Industries. 16
7. Lifting Heavy Weights in Defense Industries. 17
8. Hazards to Women Employed in War Plants on Abrasive-Wheel Jobs . 18
9. Effective Industrial Use of Women in the Defense Program 17
10. Women's Effective War Work Requires Good Posture. 19
11. Night Work for Women and Shift Rotation in War Plants. 18
12. Women's Wartime Occupational Hazards. 21
13. Safety and Health Problems of Women in Industry. 21
14. Maternity Policies in Industry. 22

HOURS OF WORK, SHIFTS, REST AND MEAL PERIODS

George S. May Business Foundation:

1. Absenteeism. 5

Office of War Information:

2. Recommendation on Hours of Work for Maximum Production 7

Pa. Department of Labor and Industry:

3. Regulations Governing the Hours Provision of the Woman's Law, 1943 7

U. S. Office of Education, Federal Security Agency:

4. The Worker, His Job, and His Government. 11

Women's Bureau, United States Department of Labor:

5. Employment of Women in Cannon and Small Arms Industry. 16
6. Employment of Women in the Machine-Tool Industry. 16
7. Effective Industrual Use of Women in the Defense Program 17
8. Part-time Employment of Women. 19
9. Women's Employment in Aircraft Plants in 1942. 15
10. Women's Employment in Artillery Ammunition Plants in 1942. . . . 15
11. Women's Effective War Work Requires Time for Rest and Meals. . . 18
12. Night Work for Women and Shift Rotation. 18

HOUSING AND TRANSPORTATION

George S. May Business Foundation:

1. Womanpower. 6

Women's Bureau, U. S. Department of Labor:

2. Recreation and Housing for Women War Workers. 20
3. Boarding Homes for Women War Workers. 19
4. Wartime Reminders to Women who Work: The Paying Guest - The Paid Hostess 21

MACHINING ABILITY OF WOMEN WORKERS

Women's Bureau, U. S. Department of Labor:

1. Employment of Women in the Manufacture of Cannon and Small Arms in 1942. 16
2. Employment of Women in the Machine-Tool Industry, 1942 16
3. Women's Employment in Aircraft Plants in 1942: 15

MATERIALS, LISTS

George S. May Business Foundation
1. Listing of Foundation Reports. 6

U. S. Office of Education, Federal Security Agency
2. List of Visual Aids on Women's Training and War Production. . 10

Women's Bureau, U. S. Department of Labor:
3. Recreation and Housing for Women War Workers. 20

MATERNITY POLICY IN INDUSTRY

Children's Bureau, U. S. Department of Labor:
1. A Maternity Policy for Industry. 1
2. Standards for Maternity Care and Employment of Mothers in Industry. . 1

Women's Bureau, U. S. Department of Labor:
3. Maternity Policies in Industry. 22

MINORS, PROTECTION OF

Children's Bureau, U. S. Department of Labor:
1. Fair Labor Standards for Children. 3
2. Policy on Employment of Youth Under 18 Years of age - War Manpower Commission 2
3. Hazardous Occupations Subject to a Minimum Age of 18 Under the Fair Labor Standards Act of 1938 . 3
4. Age Certificates Are the Employer's Protection Under the Fair Labor Standards Act of 1938. 3
5. Ten Questions Answered About the Child-Labor Provisions of the Fair Labor Standards Act of 1938. 3
6. Which Jobs for Young Workers? 3
No. 1 - Employment of Young Workers in War Industries. 3
No. 2 - Advisory Standards for Ship Building 4
No. 3 - Advisory Standards for Lead and Lead-Using Industries 4
No. 4 - Advisory Standards for Employment Involving Exposure to Carbon Disulfide. 4
No. 5 - Advisory Standards for Employment Involving Exposure to Chlorinated Solvents. 4
No. 6 - Advisory Standards for Welding Occupations 4
No. 7 - Advisory Standards for the Operation of Metal-Working Machines. 4
No. 8 - Advisory Standards for the Aircraft Industry 4
7. Wartime Employment of Boys and Girls under 18. 5
8. Protecting the Health of Young Workers in Wartime 5
9. Policies of Part-time Employment of School Children 2

Pennsylvania Department of Labor and Industry:
10. Regulations Affecting the Employment of Minors, 1943. 8

MORALE OF WOMEN WORKERS

Children's Bureau, U. S. Department of Labor:
1. Counseling Service in a Day-Care Program. 1
2. A Maternity Policy for Industry. 1
3. Standards for Maternity Care. 1

George S. May Business Foundation
4. Absenteeism. 5

U. S. Office of Education, Federal Security Agency:
5. School Services for Children of Working Mothers. 11
6. All-Day School Programs for Children of Working Mothers. . 12

Women's Bureau, U. S. Department of Labor:
7. Women Workers in Expanding Wartime Industries. 16
8. Recreation and Housing. 20
9. Boarding Homes for Women War Workers 19
10. Night Work for Women and Shift Rotation in War Plants. . . 18
11. Wartime Reminders for Women who Work -
The Paying Guest - The Paid Hostess 21
12. Maternity Policies in Industry. 22

NUTRITION IN INDUSTRY

Food Distribution Administration:
1. Manual of Industrial Nutrition. 5

George S. May Business Foundation:
2. Womanpower. 6

National Research Council:
3. The Food and Nutrition of Industrial Workers in Wartime . . 6

Office of War Information, U. S. Department of Labor:
4. Feeding the Worker. 7

Women's Bureau, U. S. Department of Labor:
5. Women's Effective War Work Requires Time for Rest and Meals 18
6. Safety and Health Problems of Women in Industry. 21

OCCUPATIONAL AND AGE LIMIT REGULATIONS FOR MINORS
Pa. Department of Labor and Industry:
1. Regulations Affecting Employment of Minors, 1943. 7
U. S. Office of Education, Federal Security Agency:
2. The Worker, His Job and His Government. 11

OCCUPATIONS SUITABLE TO WOMEN
Bureau of Labor Statistics, U. S. Department of Labor:
1. Women Workers in Two Wars. 1

George S. May Business Foundation:
2. Womanpower 6

Office of War Information, U. S. Department of Labor:
3. Women Welders. 7

Pa. Department of Labor and Industry:
4. Regulations Affecting the Employment of Women, 1943. . . . 7

U. S. Office of Education, Federal Security Agency:
5. Wanted - Woman War Production Workers. 9

U. S. Employment Service, Federal Security Agency:
6. Occupations Suitable for Women. 8

Page

Vocational Education in War Production Training, Public Schools, Portland, Oregon:
7. Help Wanted - Ship Builders. 12
U. S. Employment Service, Federal Security Agency:
8. Recently Reported Occupations in Which Women are Employed. 14
War Manpower Commission:
9. Increased Utilization of Womanpower: Employment of Women in the Slaughtering and Meat Packing Industries. 14
Women's Bureau, U. S. Department of Labor:
10. Women Workers in Some Expanding Wartime Industries. 15
11. Employment of Women in the Manufacture of Cannon and Small Arms in 1942. 16
12. Employment of Women in the Machine-tool Industry in 1942. 16
13. Women's Employment in Artillery Ammunition Plants, 1942 15
14. Women's Factory Employment in an Expanding Aircraft Production Program . 15
15. Women Are Replacing Men in Office Positions. 22
16. Negro Women's Stake in the War Effort. 21
17. Effective Industrial Use of Women in the Defense Program 17
18. Women Workers in the Manufacture of Instruments - Aircraft, Optical and Fire Control, and Surgical and Dental. 16
19. Women's Employment in Aircraft Assembly Plants in 1942 15
20. Employment of Women in the Manufacture of Artillery Ammunition . 15
21. Typical Operations on Which Women are Employed in War Production 14

RECREATION FOR WOMEN WORKERS
Women's Bureau, U. S. Department of Labor:
1. Recreation and Housing. 20

RECRUITING SOURCES AND TECHNIQUES OF EMPLOYING WOMANPOWER
George S. May Business Foundation
1. Womanpower. 6

Public Affairs Pamphlets
2. Woman at Work in Wartime. 8

Women's Bureau, U. S. Department of Labor:
3. Employment of Women in the Machine-Tool Industry, 1942. 16
4. Part-time Employment of Women in Wartime. 19
5. Choosing Women for War-Industry Jobs. 19
6. What Job is Mine on the Victory Line? 20

REGULATIONS AND LAWS (FEDERAL AND STATE) FOR WOMEN WORKERS' WELFARE
Pa. Department of Labor and Industry:
1. Regulations Affecting the Employment of Women, 1943 7
2. Regulations for Industrial Sanitation, 1943. 8
3. Regulations Governing the Hours Provision of the Women's Law, 1943 7
4. Woman's Law and 1943 Amendment 8

U. S. Office of Education, Federal Security Agency:
5. The Worker, His Job and His Government. 11

Women's Bureau, U. S. Department of Labor:
6. Application of State Hour Laws to the Employment of Women on Defense Projects. 21
7. Lifting Heavy Weights in Defense Industries. 17

REGULATIONS AND LAWS (FEDERAL and STATE) re EMPLOYMENT OF MINORS — Page

Children's Bureau, U. S. Department of Labor:

1. Fair Labor Standards for Children. 3
2. Hazardous Occupations Subject to a Minimum Age of 18 Years Under the Fair Labor Standards Act of 1938 3

Pa. Department of Labor and Industry:

3. Regulations Affecting the Employment of Minors, 1943. 8
4. Child Labor Law and 1943 Amendment. 8

U. S. Office of Education, Federal Security Agency:

5. The Worker, His Job and His Government. 11

SAFETY CONDITIONS AND PRACTICES IN THE PLANT

Pa. Department of Labor and Industry:

1. Regulations Affecting the Employment of Women, 1943. 7
2. Regulations for Industrial Sanitation. 8

Public Affairs Pamphlets:

3. Women at Work in Wartime. 8

U. S. Office of Education, Federal Security Agency:

4. Safety for the Worker. 10
5. The Worker, His Job and His Government. 11

Women's Bureau, U. S. Department of Labor:

6. Women Workers in Some Expanding Wartime Industries. 16
7. Hazards to Women Employed in War Plants on Abrasive Wheel Jobs. . . .
8. Effective Industrial Use of Women in the Defense Program. 17
9. Women's Employment in Artillery Ammunition Plants, 1942. 15
10. Women's Effective War Work Requires Good Posture. 19
11. Washing and Toilet Facilities for Women in Industry 18
12. Women's Wartime Occupational Hazards. 21
13. Safety and Health Problems of Women in Industry 21

SANITATION IN INDUSTRIAL PLANTS

George S. May Business Foundation:

1. Womanpower. 6

Pa. Department of Labor and Industry:

2. Regulations for Industrial Sanitation. 8

U. S. Office of Education, Federal Security Agency:

3. Washing and Toilet Facilities for Women Trainees. 11
4. Safety for the Worker. 10

Women's Bureau, U. S. Department of Labor:

5. Effective Industrial Use of Women in the Defense Program. 17
6. Washing and Toilet Facilities for Women in Industry. 18

SKILLS AND CHARACTERISTICS OF THE WOMAN WORKER

U. S. Office of Education, Federal Security Agency:

1. Characteristics of Women as Workers. 11

Women's Bureau, U. S. Department of Labor:
2. Choosing Women for War-Industry. 19
3. What Job is Mine on the Victory Line? 20
4. Typical Operations on Which Women are Employed in War Production . . 14

SUPERVISION OF WOMEN WORKERS

George S. May Business Foundation:
1. Womanpower. 6

U. S. Office of Education, Federal Security Agency:
2. Characteristics of Women as Workers 11
3. Orientation of Women Trainees in War Production Classes 11
4. Coordinators of War Production Training for Women - Clarify your Job. 10

Women's Bureau, U. S. Department of Labor:
5. Women in Personnel and Industrial Relations Work in War Industries. . 17

SURVEYS OF PLANTS WHERE WOMEN ARE DOING INDUSTRIAL WORK

Bureau of Labor Statistics, U. S. Department of Labor:
1. Women Workers in Two Wars. 1

Women's Bureau, U. S. Department of Labor:
2. Women Workers in Some Expanding Wartime Industries, New Jersey, 1942. 16
3. Employment of Women in the Manufacture of Cannon and Small Arms in 1942. 16
4. Employment of Women in the Machine-Tool Industry, 1942. 16
5. Employment of and Demand for Women Workers in the Manufacture of Instruments - Aircraft, Optical and Fire Control, Surgical and Dental. 16
6. Women's Employment in Aircraft Assembly Plants in 1942. 15
7. Employment of Women in Artillery Ammunition. 15
8. Women's Employment in Artillery Ammunition Plants, 1942 15

TESTS FOR EMPLOYMENT OF WOMEN WORKERS

Women's Bureau, U. S. Department of Labor:
1. Choosing Women for War-Industry Jobs. 19

TRAINING

Bureau of Training, War Manpower Commission:
1. Training Services Available to War Industries. 13
2. Training Womanpower. 14
3. Training Women for War Work. 13
4. Training Women Workers. A Three-Plant Study 13
5. Training Within Industry. List of Publications. 14

George S. May Business Foundation:
6. Woman-power. 6

Public Affairs Pamphlets:
7. Women at Work in Wartime 8

U. S. Office of Education, Federal Security Agency:
8. Training Women War Production Workers - The Work of the Public Vocational Schools, ... 9
9. Orientation of Women Trainees in War Production Classes. 11
10. Characteristics of Women as Workers. 11
11. Wanted Women War Production Workers. 9

Page

12. Answers to Certain Questions That Have Been Raised with Reference to the Administration of the Program of Vocational Training for War Production Workers. 9
13. List of Visual Aids on Women's Training and War Production. 10
14. Coordinators of War Production Training for Women-Clarify Your Job. . 10
15. Results of Survey of Preemployment Trainees. 11
16. Further Evidence that Vocational War Production Training Pays 11

Women's Bureau, U. S. Department of Labor:
17. Employment of Women in Machine-Tool Industry, 1942. 16
18. Effective Industrial Use of Women in the Defense Program. 17
19. Women's Employment in Artillery Ammunition Plants in 1942 15

WAGES, EQUAL PAY

Bureau of Labor Statistics, U. S. Department of Labor:
1. Women Workers in Two Wars. 1

U. S. Office of Education, Federal Security Agency:
2. The Worker, His Job and His Government. 11

Women's Bureau, U. S. Department of Labor:
3. Women Workers in Expanding Wartime Industries. 16
4. "Equal Pay" for Women in War Industries. 20
5. Employment of Women in the Manufacture of Cannon and Small Arms in 1942. . 16
6. Women in the Machine-Tool Industry, 1942. 16
7. Effective Industrial Use of Women in the Defense Program. 17
8. Part-time Employment of Women in Industry. 19
9. Women's Employment in Aircraft Plants in 1942 15
10. Women's Employment in Artillery Ammunition Plants in 1942. 15

ANNOTATED LIST OF PAMPHLET MATERIALS PERTAINING TO WOMEN WORKERS IN INDUSTRY

(Note that those pamphlets marked with an asterisk may be secured from THE SUPERINTENDENT OF DOCUMENTS, GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. All other materials may be secured by writing to the agency or bureau under whose address the pamphlet is listed.)

Bureau of Labor Statistics
U. S. Department of Labor, Washington, D.C.

*WOMEN WORKERS IN TWO WARS
Serial No. R-1581 - 22 pp.

Against a background of women's work during World War I, this excerpt from the Monthly Labor Review outlines the types of work in which women are engaged during the present war, giving especial attention to the employment of women in ammunition manufacture, aircraft manufacture, electrical-products industry, war instruments manufacture, cannon and small-arms manufacture, production of machine-tools and shipbuilding industry. Noteworthy are a table indicating the degree to which women are used in certain occupations as of June 1943, and a consideration of post-war problems in the employment of women.

Children's Bureau
U. S. Department of Labor, Washington, D. C.

A MATERNITY POLICY FOR INDUSTRY
4 pp. September, 1943

This publication attempts to assist the employer to meet the question: What should be done about women who become pregnant after they have taken jobs - should their employment be continued or should they be promptly dismissed? A maternity policy for industry is outlined.

STANDARDS FOR MATERNITY CARE AND EMPLOYMENT OF MOTHERS IN INDUSTRY - 4 pp.

These standards have been prepared in consultation with medical and health authorities, labor departments and unions. The recommendations involve certain special provisions for the pregnant woman who works and conclude with employment policy for the mother after delivery.

Communities where there is need for all available manpower for war production, will have to consider the employment of mothers. Communities and employer alert to the problems involved in employing the mothers of young children will concern themselves that the community sets up a program for the day care of children of working mothers. The following materials from the Children's Bureau will be helpful:

A. THE CHILDREN'S BUREAU PROGRAM for the care of Children of Working Mothers, by Catherine F. Lenroot - Reprint from "Childhood Education." This 4-page article outlines the Children's Bureau program for care of children of working mothers: (1) A counseling or information service; (2) Foster-family day care; (3) Homemaker Service, and (4) Day Care Centers.

B. COUNSELING SERVICE IN A DAY-CARE PROGRAM by Emma O. Lundberg, Consultant in Social Services for Children - 4 pp. Reprint from THE CHILD - Monthly Bulletin, Vol. 7, No. 3.

The three purposes of counseling in a Day-Care Program (1) to advise parents regarding practicability of the mother's employment, (2) to f furnish information as to facilities available, (3) to make available advice and assistance, directly or through other agencies, are taken up in this article. What such a program is, and how it can be carried on, are well summarized.

C. FACTORS IN PLANNING COMMUNITY DAY-CARE PROGRAMS by Emma O. Lundberg. Reprint from THE CHILD - Monthly Bulletin Vol. 6, No. 4.
In setting up a community program for Day-Care, the first step is to determine the need for such a program through a counseling service and a study of existing resources. This article discusses means of determining the need and outlines information that can be secured by means of a questionnaire. A practical help in the difficult stage of outlining the problem in order to secure community support.

D. *STANDARDS FOR DAY-CARE OF CHILDREN OF WORKING MOTHERS

Children in Wartime No. 3. Bureau Publication 284 - 20 pp. 10¢

This pamphlet outlines the type of day care suitable (1) for the child under 2 years (2) for the pre-school child who is old enough for group care (3) recreation and guidance for the child of school age. Standards are given for homemaker service and foster-family day care. This pamphlet includes details of program, staff and standards of plant and equipment. Types of program for age groups 2 to 5, 6 to 11, and 12 to 16 are given. Helpful material for groups interested in setting up a day-care program in the community.

E. *CONTROLLING JUVENILE DELINQUENCY
A Community Program. Publication 301, 1943. 27 pp. 10¢

Fathers and mothers working in war industries, fathers in the Armed Forces, families living in crowded centers of war industry, more boys and girls at work than in pre-war days,- all these factors contribute to the rise in juvenile delinquency. This pamphlet emphasizes the importance of home, school, church, and a leisure-time program of recreational and group activities in combating this condition. After analyzing the problem, the writer emphasizes how it can be controlled through proper coordination of social services available in the community: the police, the juvenile court, adequate detention care, institutional and foster-family and child guidance work. This is most helpful to community groups and others interested in checking the oncoming tide of juvenile delinquency.

POLICY OF EMPLOYMENT OF YOUTH UNDER 18 YEARS OF AGE
A statement issued by the War Manpower Commission, January 30, 1943 4 pp.

Statement to the effect that (1) school attendance laws and child labor standards be preserved and enforced, (2) no one under 14 years of age be employed full time or part time as a part of hired labor force, (3) consideration be given to conditions for employment of youth under 18.

POLICIES OF PART-TIME EMPLOYMENT OF SCHOOL YOUTH
3 pp. A Statement of Policies and Standards governing the non-agricultural employment of In-school Urban Youth under 18 years of age. Issued jointly by the War Manpower Commission; U.S. Office of Education, Federal Security Agency; Children's Bureau, U. S. Department of Labor.

Where such part-time employment is determined necessary by the War Manpower Commission, this leaflet recommends close cooperation in its administration by local educational authorities, United States Employment Service, and the local advisory committee. The pamphlet makes recommendations re minimum standards of employment for in-school urban youth.

*FAIR LABOR STANDARDS FOR CHILDREN
Folder No. 6 - 6 pp.

The Fair Labor Standards Act of 1938 sets minimum standards for the employment of children in establishments that produce goods for interstate commerce. This bulletin points out the need for protection of children not covered by this Act and emphasizes the importance of good child labor laws both Federal and State. For Pennsylvania Child Labor Laws, see Pa. Dept. of Labor and Industry, Bulletins: (a) Regulations Affecting Employment of Minors and (b) Pennsylvania Child Labor Law and 1943 Amendment.

*TEN QUESTIONS ANSWERED ABOUT THE CHILD LABOR PROVISIONS OF THE FAIR LABOR STANDARDS ACT OF 1938.
C. B. Folder, 26. July 1943 5¢

This folder briefly summarizes those parts of the Fair Labor Standards Act of 1938 which relate to the employment of minors. It points out that if State standards are higher than Federal standards, they should be observed.

*HAZARDOUS OCCUPATIONS SUBJECT TO A MINIMUM AGE OF 18 YEARS UNDER FAIR LABOR STANDARDS ACT OF 1938.
C. B. Folder - 27. June 1943.

This leaflet describes the hazardous occupations subject to the 18 year-old minimum under the Act. Definitions are given and exemptions for the duration of the War are included.

*AGE CERTIFICATES ARE THE EMPLOYER'S PROTECTION UNDER THE FAIR LABOR STANDARDS ACT OF 1938
Folder 28 - February 1942

This leaflet raises significant questions pertaining to age certification of minors and answers them. Included are questions as to ages at which certification is necessary, issuance of certificates and evidence accepted as valid.

WHICH JOBS FOR YOUNG WORKERS?

The need for manpower during World War II has meant that many employers have had to use older men, women, handicapped people, and even grown boys and girls wherever possible and reasonable to replace men of military age and fitness. The Children's Bureau has published this series of leaflets to help the employer employing minors to select types of work and specific jobs which not only do not violate State or Federal Child Labor Laws, but also those at which minors can be used to best advantage without endangering health or hazarding life or limb. In general, young workers should be employed as apprentices, mechanic learners, helpers, or as trainees and a definite plan of training should be followed. Comments on the series follow:

No. 1. EMPLOYMENT OF YOUNG WORKERS IN WAR INDUSTRIES
Introductory. Lists occupations hazardous to minors.

No. 2. ADVISORY STANDARDS FOR SHIPBUILDING
This leaflet lists the kind of work in shipbuilding which the worker of 16 and 17 can do in the first 6 months or year of employment. It also lists the types of work in shipbuilding which are hazardous for the minor.

No. 3. ADVISORY STANDARDS FOR LEAD AND LEAD-USING INDUSTRIES
Young workers should be protected from the hazard of occupational disease. This leaflet discusses the hazards of employing minors in production departments in lead and lead-using industries and lists phases of this industry where minors may be used.

No. 4. ADVISORY STANDARDS FOR EMPLOYMENT INVOLVING EXPOSURE TO CARBON DISULFIDE.
The principal use of carbon disulfide is in viscose-rayon plants. These industries have not employed persons under 18 years of age. However, the labor shortage may lead to a consideration of the feasibility of employing workers under 18. This leaflet lists those jobs that may be safely given to minors and those which may not because of exposure to carbon disulfide.

No. 5. ADVISORY STANDARDS FOR EMPLOYMENT INVOLVING EXPOSURE TO CHLORINATED SOLVENTS
This leaflet explains the dangers to health from exposure to compounds of chlorinated hydrocarbon and the difficulty of determining its presence in a solvent. Danger varies according to method of use and lack of precautionary devices, such as respirator or mask. Kinds of work with chlorinated solvents which should not be assigned to minors are listed.

No. 6. ADVISORY STANDARDS FOR WELDING OCCUPATIONS
With emphasis on legal standards under State and Federal Laws, this leaflet outlines general precautions for the newly trained welder and outlines in detail types of welding and cutting operations which the minor may do and those which are too hazardous to be suitable for the worker under 18 years of age.

No. 7. ADVISORY STANDARDS FOR THE OPERATION OF METAL-WORKING MACHINES
This leaflet's intent is to assist employers in placing minors engaged in operating metal-working machines. It gives safety requirements and lists machines which are relatively safe and those which are hazardous for minors in (1) operating machine-tools (2) operating cold-metal stamping, shearing and forming machines and (3) operating other metal-working machines.

NO. 8. ADVISORY STANDARDS FOR THE AIRCRAFT INDUSTRY
Special precautions for minors employed in the aircraft industry include careful supervision and identification of minors. In this leaflet there is discussion of safe and of unsuitable jobs for minors in (1) Sheet metal departments, (2) Draw bench operations (3) Machine shop, tool room and tool cribs, (4) Welding (5) Paint Shop and dope room (6) Anodizing, heat treating, and degreasing (7) Foundry and pattern shops (8) Woodshops (9) Wing, center section, tail and fuselage assembly (10) Final assembly, (11) Flight ramps, (12) Receiving and packing departments, (13) Plant engineering and maintenance.

*PROTECTING THE HEALTH OF YOUNG WORKERS IN WARTIME
Publication 291 - 10 pp. 1943 5¢

This pamphlet points out what the employer, the schools, health officials and other community agencies and groups can do to protect the health of young workers. The need for special health protection measures such as physical check-up; protection against hazardous jobs and over-fatigue; healthful environment on and off the job; meals during working hours; health and safety education are emphasized.

*WARTIME EMPLOYMENT OF BOYS AND GIRLS UNDER 18
Publication 289. 16 pp. 5¢

This pamphlet discusses the inadvisability of encouraging the employment of boys and girls under 18 until all other sources of manpower are exhausted. The Bureau is concerned in maintaining insofar as possible the highest standards of child labor and school attendance that have thus far been achieved unless this be in direct opposition to "reasonable" use of minors in the war effort. The picture of youth in the war effort up to the present, the principles of employment, and accepted standards for employing young workers are discussed.

IF YOU USE A MOTOR VEHICLE IN YOUR BUSINESS YOU SHOULD KNOW THE FEDERAL REGULATIONS IN REGARD TO AGE OF DRIVERS AND HELPERS.

A brief statement of age limitations for drivers, and helpers as set up under the Fair Labor Standards Act and the Interstate Commerce Act.

Food Distribution
Administration, Nutrition and Food Conservation Branch
Washington, D. C.

MANUAL OF INDUSTRIAL NUTRITION - 25 pp.

This manual is concerned with promoting proper eating conditions and serving nutritious food within the industrial plant. Basic consideration should be given to education in nutritious diet, and the provision of reasonable priced and nutritious food at the plant for the worker. Special problems are recognized, such as length of mid-shift meal period, between meal rest periods, food for night shifts, special deficiencies in the diet of the woman worker. Practical suggestions on "in-plant" feeding are given. Sources of information and educational materials on industrial nutrition are listed on pages 19-25.

George S. May Business Foundation
111 So. Dearborn Street
Chicago, Illinois

WHAT MANAGEMENT CAN REALLY DO TO REDUCE ABSENTEEISM

This very complete study of absenteeism attempts to arrive at the roots of the problem as voiced by management and the worker. The study includes interesting sections on (1) the reasons for women's absences and (2) a study of frequency of absenteeism over a bi-weekly period in relation to paydays. The study offers corrective suggestions such as a shift-o-graph device to assist in equitable rotation of shifts, effective absence records in order to eliminate the worker who is chronically AWOL.

The format of this study is inviting and the material simply stated and comprehensive.

WOMANPOWER
Report No. 136. 12 pp.

An excellent and complete resume of the problems met and accomplishments achieved by industry in installing womanpower to supplant the manpower now in military service. The problems faced by the employer which are discussed here include replanning plant layout to meet needs of women workers; revision of work measurement and time; supervisory training; dress, accident prevention, housing and transportation, nutrition and health, maintaining morale of the worker. Reference is made to helpful materials. The point is made that even as material is written, new jobs are opening to the woman worker. Consideration is given to temperament, production ability and intensity of application of the woman worker.

A LISTING OF FOUNDATION REPORTS
Bulletin No. 11 4 pp.

An annotated list of published bulletins of the Foundation.

National Research Council
2101 Constitution Avenue
Washington, D. C.

THE FOOD AND NUTRITION OF INDUSTRIAL WORKERS IN WARTIME
Report of the Committee on Nutrition in Industry - Reprint and Circular Series No. 110 - April 1942 - 17 pp.

This pamphlet stresses the importance of nutritional food for the war worker in order to combat absenteeism, turnover and inefficiency on the job. The statement is made that "ordinary disease such as prevails in the community is responsible for nearly fifteen times as much loss of time as trade hazards and accidents combined." The importance of quality and quantity of diet for maintenance of good health has been demonstrated. Efforts to improve the nutritional status of industrial workers should be directed toward (1) their education in the importance of nutrition in diet, (2) provision of nutritious food at economic cost. The report discusses each of these points from the angle of management's responsibility. References for further information are given.

National Safety Council
20 N. Wacker Drive
Chicago, Illinois

SAFETY FASHIONS FOR WOMEN IN INDUSTRY
War Edition 23 pp.

Women workers in industry, counselors, safety engineers, supervisors, and personnel workers will be interested in this compact little pamphlet. On its every page are illustrations of work clothes and devices designed for the safety of the woman in industry. A paragraph points up the significance of each illustration. Brief emphasis is placed upon adequate food and rest.

Office of War Information
U. S. Department of Labor
Washington, D.C.

RECOMMENDATION OF HOURS OF WORK FOR MAXIMUM PRODUCTION - 4 pp.

This recommendation represents the thinking of the following departments, boards and commissions, - War, Navy, Maritime, Public Health, War Manpower, War Production, Commerce, and Labor. It emphasizes the need for a weekly day of rest, adequate meal periods, and vacations. The folder points out the effect upon the worker and upon output where daily and weekly hours are too long.

NEWS RELEASES:

Feeding the Worker - O.W.I. - 1961-a

Plant management has a responsibility for arranging facilities so that workers have time, a place, and adequate facilities provided for their meal at the plant. This release summarizes minimum standards and describes undesirable conditions that exist in some plants. It makes constructive suggestions as to remedying such situations.

Woman Welders - O.W.I. - 2643. Nov. 1, 1943 - 3 pp. Mimeo.

This mimeographed material describes the work that women welders are doing in aircraft assembly plants and in shipyards. The article reviews the calibre of work and the ability of the women worker to stand up under th physical conditions surrounding the job.

Commonwealth of Pennsylvania
Department of Labor and Industry
Harrisburg, Pennsylvania

REGULATIONS AFFECTING EMPLOYMENT OF WOMEN
Rules and Interpretations - 1943 Edition

This pamphlet is devoted largely to a summarization of the conditions under which women may be employed in Pennsylvania in explosive plants, in meter testing, in operation of cranes, in welding and burning operations, in lead corroding work, in contract employment in telephone exchanges. Interpretations of the regulations are given.

REGULATIONS GOVERNING THE HOURS PROVISIONS OF THE WOMAN'S LAW
1943 Edition

The hours regulations of the Woman's Act re minors, emergency work, 5-day and 6-day weeks, spread of hours, seasonal and inventory periods of work, meals and rest periods, change of shifts, and females in war work, are herein given. Hours regulations for specific industries include office building operations and management, the mail order industry, retail trade, canneries, banking and brokerage institutions, hotels and restaurants, milk industries, radio broadcasting, laundry and dry cleaning, telephone and transportation industries.

REGULATIONS FOR INDUSTRIAL SANITATION
1943 Edition, 27 pp.

This pamphlet lists State regulations which deal with sanitation in an industrial plant. The number and care of toilets, the amount of space required for retiring (rest) rooms and dressing rooms facilities for women workers; construction and lighting of toilets and rest rooms; and number of beds and cots required by Pennsylvania law are indicated. This pamphlet is a check-list for the employer as to whether the physical facilities of the plant meet the State's sanitation requirements for the employment of women workers.

WOMAN'S LAW ACT NO. 466 and No. 183 - (1943)

The Woman's Law covers hours of work, seating and sanitation. Means of its enforcement, including obligatory posting of an abstract of the Act, are included in the Act. No. 183 amends this Act to meet the needs of the War Emergency.

REGULATIONS AFFECTING EMPLOYMENT OF MINORS
1943 Edition

This pamphlet contains a summary of employments prohibited or permitted minors at different ages by Pennsylvania Law.

CHILD LABOR LAW.
Act No. 177, 1915 - Amended 1929 and 1935 and No. 190 - 1943 Amendment.

The Child Labor Law gives hours of work and age for minors in different types of permissible work and the employments prohibited minors. It stipulates the type of work papers that must be issued to minors under 18, data required, persons responsible for issuance, employer's responsibilities. No. 190 amends Act No. 177 for the War emergency period.

Public Affairs Committee, Inc.
30 Rockefeller Plaza, New York City

WOMEN AT WORK IN WARTIME - By Katherine Glover.
Public Affairs Pamphlet No. 77, 1943. 10¢

The employer will find discussed herein many problems which face him and the woman worker. Included is discussion of the types of training available for increasing her skill and ability; the adapting of the job to the woman worker by steps that make it easier and safer for her. Absenteeism, equal pay, and discrimination are mentioned. The problm involved in the employment of the mother of young children is well treated with emphasis as to where the responsibility rests in the different phases of the problem. The community should assume major responsibility.

Social Security Board
U. S. Employment Service
Washington, D.C.

*OCCUPATIONS SUITABLE FOR WOMEN, 1942 - 103 pp. 35¢

This study by the USES is concerned with providing data useful in effecting the employment of women as a partial solution to the need for workers in war industry.

All occupations included are listed in the title and code terminology of the DICTIONARY OF OCCUPATIONAL TITLES. One section lists occupations in selected war industries; another, occupations not occurring generally in war industries. Suitability of the occupation for women means consideration of physical strength and other characteristics and ability. The usual principles of personnel selection must be observed. In the study of the occupation, consideration is given to the fact that (1) women are now employed in it, (2) the occupation is apparently adaptable to the woman worker and (3) the occupation is partially suitable. This is a valuable reference pamphlet for the employer of women workers.

U.S. Office of Education
Federal Security Agency
Washington, D. C.

TRAINING WOMEN WAR PRODUCTION WORKERS: - The Work of the Public Vocational Schools, by Louise Moore, Special Agent, Women and Girls - Trade and Industrial Education Service. August 1943. Mimeo. 8 pp. VE-ND Misc. 3674.

This bulletin discusses the training available for women war production workers from public funds. The fact that 81 per cent of all women trained for war production between July 1, 1942, and December 31, 1942, were actually at work in war production industries when a survey was made several months later shows the value of such training. As of July 1, 1943, the training had so demonstrated its value that 1000 war work contractors were paying employees a learner's wage while they were in training. This article covers such subjects as length of training, need for emphasis in training women on attitudes, safety clothing, use of tools, nomenclature, and factory routine. It analyzes reasons for present difficulty in securing women workers and points out some sources of help.

ANSWERS TO CERTAIN QUESTIONS WHICH HAVE BEEN RAISED WITH REFERENCE TO THE ADMINISTRATION OF THE PROGRAM OF VOCATIONAL TRAINING FOR WAR PRODUCTION WORKERS. Misc. 5400 VE-ND. 22 pp. Mimeo.

This material is issued for guidance concerning the vocational training of war production workers for the fiscal year ending June 30, 1944. Certain sections may be of interest to the employer who needs trained workers for War Production. Section III, relating to courses, answers questions regarding types of training available, responsibility for determining need for pre-employment courses in certain fields, purpose of supplementary courses, hours of training, safety instruction. Section IV relates to the obtaining of trainees and placement in training.

WANTED - WOMEN WAR PRODUCTION WORKERS. VE-ND, Misc. 3646, June 1943

This material is intended primarily for the counselor who is advising women and girls re war production work and placement possibilities. There is, however, information of general interest re industries employing women in war production, the conditions under which they work and the qualifications necessary for success. One section is devoted to pre-employment and supplementary training available to the woman worker.

COORDINATORS OF WAR PRODUCTION TRAINING FOR WOMEN: Clarify Your Job. 4 pp.

A brief statement which will be helpful to all who are working with women in industry,--counselors, foremen, supervisors, instructors, coordinators and other personnel workers - as to points to observe and sources of information and help in carrying out a program of work or training with women.

VISUAL AIDS

A Partial List of References on Women's Training and Work in War Production VE-ND, Misc. 3483.

This annotated list of films includes certain slides and films dealing with motion study and supervision of women workers which could be used in foremanship training and supervisory conferences.

RESULTS OF SURVEY OF PREEMPLOYMENT TRAINEES
Reprint from Education for Victory Vol. 1, Nos. 28 and 29, April and May, 1943. 4 pp.

This reprint shows the results of a follow-up survey of pre-employment training in the program of Vocational Training for War Production Workers. It covers a two-year period from July 1940 through June 1942. The results of training show 93 per cent of former trainees employed in industry or in the armed forces. Women's enrollment showed a gradual growth. By November, 1942, they constituted 37 per cent of the pre-employment trainees. The training helped in job tenure, over half of the group surveyed at the end of 19 months were still employed by the original firm. The article gives the number in pre-employment training on this program by course title up to February 1943. The largest enrollments are in Machine Shop and Welding.

FURTHER EVIDENCE THAT VOCATIONAL WAR PRODUCTION PAYS
Reprint from Education for Victory Vol. 2, Nos. 24, 25, and 26.
August and September 1943 - 3 pp.

This article is the result of a survey of the work with supplementary trainees in Vocational War Production Training. It gives evidence of the advantages which the worker in war industries secures from supplementary vocational training insofar as increased wages, improvement of skills in present job, and advancement to a better job are concerned. At the time of the survey, three-fourths of the former supplementary trainees were employed in industry. A list of the supplementary trainee courses and numbers trained in each course up to June 1, 1943, is given.

*SAFETY FOR THE WORKER
Vocational Defense Training Leaflet, No. 1 5¢

The fact that accidents in industry have increased due to increased production and the employment of untrained workers, makes emphasis on safety training in the shop a must. Although this pamphlet is not written solely regarding the woman worker, the material is relevant. Accident prevention is analyzed under fire and explosion hazards; structure, equipment and maintenance; machine guarding; industrial sanitation and hygiene; and personal protection. Organization of safety committees is advised.

*THE WORKER, HIS JOB AND HIS GOVERNMENT - An Introduction to Federal Labor Laws
Defense Training Series No. 1 15 ¢

This well-organized 63-page pamphlet is written primarily to inform the worker of Federal Labor Laws which relate to his work and welfare. The interrelation of Federal and State legislation is emphasized. Workmen's Compensation and Federal Safety Laws are explained carefully. Then follows material on wages and hours. Such laws as the Fair Labor Standards Act (1938), the Walsh-Healy Act (1936) are explained for the worker in terms of the protection they offer to the groups included as to minimum wage, overtime, hours of work, child labor, working conditions, kick-backs, etc. The legislation on collective bargaining as found in such bills as the Railway Labor Act (1926) and the National Labor Relations Act (1935) and methods of mediation in labor disputes are analyzed. The concluding chapters discuss apprenticeship training and its value, laws protecting minors, and social security legislation. At the end of each section references and subjects for discussion are listed. Helpful for leaders and supervisors or workers' education groups.

ORIENTATION OF WOMEN TRAINEES IN WAR PRODUCTION CLASSES
VE-ND, Misc. 3608, Mimeo.

Although this list is termed a checklist for instructors, it has valuable information on how to adjust the new worker to the job and is equally good as a checklist for Personnel and Industrial Relation Departments. It lists with brief comment factors of home management, health, safety, and work attitudes and relations which influence the success of a woman worker.

CHARACTERISTICS OF WOMEN AS WORKERS
VE-ND, Misc. 3592.

This mimeographed sheet presents concise information as to outstanding characteristics of women workers upon which the employer can count in orienting her into shop work, as well as facts to be considered in substituting women for men workers. Points of emphasis in training women are discussed briefly.

SAFETY CLOTHING FOR WOMEN IN TRAINING FOR WAR PRODUCTION INDUSTRIES
Misc. 3524 - Rev. July, 1942 Mimeo. 1 p.

This is a brief statement of fundamental safety measures in regard to work clothing, which women workers in war production industries should observe. A check sheet for the counselor and the safety engineer.

WASHING AND TOILET FACILITIES FOR WOMEN TRAINEES
Misc. 3643 VE-ND April 30, 1943 Mimeo. 1 p.

Desirable toilet and lavatory facilities are essential where women are employed or are in training. This sheet is a concise statement of necessary sanitary provisions for women.

*SCHOOL SERVICES FOR CHILDREN OF WORKING MOTHERS - School Children and the War Series, No. 1 6 pp. 5¢

Industry needs women workers but children must be protected. Extended school services for the children of working mothers will provide an all day school program for the children 5 or 6 to 14 years; and for the children 3, 4, and 5, sometimes younger, the benefits of all day nursery school and kindergarten.

This pamphlet explains how through the Defense Council such a program can be be initiated in communities where there are many mothers in wartime employment.

*ALL-DAY SCHOOL PROGRAMS FOR CHILDREN OF WORKING MOTHERS -
Leaflet No. 2 in School Children and War Series, 12 pp. 5¢

Wartime employment of mothers brings uncertainty and worry over children's welfare. This pamphlet answers questions regarding the activities in and the methods of initiating an all-day school program for the care of such children. Housing facilities and professional and volunteer staff needed are discussed.

*NURSERY SCHOOLS VITAL TO AMERICA'S WAR EFFORT
Leaflet No. 3, School Children and the War Series - 12 pp. 5¢

Women cannot work efficiently without assurance that their children are properly cared for. This is especially true if the children are small. The answer sometimes is the nursery school for the care of the child between 2 and 5. This pamphlet describes the nursery school activities, steps in setting-up the nursery school and standards to be met in regard to staff, housing, equipment and program.

Vocational Education
War Production Training
Public Schools
Portland, Oregon

INFORMATION PLEASE
15 pp. September, 1943

The woman counselor faces many problems in helping the woman worker. This interesting pamphlet helps her in attaining a policy and point of view regarding her work. Qualifications necessary for the successful c counselor are given.

HELP WANTED - WOMEN SHIPBUILDERS - What are You Doing to Help Win the War? Handbook for New Women Shipyard Workers. August 1943, 31 pp.

This booklet is designed for the recruitment and orientation of women as workers in the shipyards. It is written in an interesting style and faces the problems step by step as the woman applying for a job would consider them. The qualifications for a job, the visit to the employment office, care of children, work clothes, - all are considered. The last section lists the various jobs that women are doing in the shipyards with brief descriptions so that the woman considering the job will understand the necessary qualifications.

War Manpower Commission
Washington, D. C.
or Room 922,
21 So. 12th Street
Philadelphia, Pa..

TRAINING WOMEN FOR WAR WORK - Bureau of Training 18 pp.

This excellent pamphlet will be of service to industries that are employing women or are contemplating the use of women war workers on jobs which until recently have been performed by men. Introducing women workers into the plant means a study of jobs to be filled with consideration as to whether they can be filled by women from the angles of physical ability, union cooperation, etc. It means a study of plant facilities that may need adjustment for women workers; it means preparing the plant personnel for the introduction of the woman worker. Plants employing women workers must give consideration to a training program which will (a) introduce her to the plant and to the job, (b) train her in specific job operations, supplemented with instruction to increase efficiency on the job and additional instruction to allow for advancement. All of these types of training are herein discussed from the angle of training women workers. Emphasis is placed on the services which a woman counselor can perform for the worker and for the management.

TRAINING WOMEN WORKERS: - Three-Plant Study
Bureau of Training, 14 pp.

The techniques for training women workers described in this pamphlet w were considered so significant by Personnel and Factory Management and Maintenance that both publications reprinted it.

Employers will be interested in training methods used effectively by these three large war production plants in training women as additional workers and as replacements for skilled male employees. All three have done a creditable job of training and each has adjusted training to the particular situation in the plant. Orientation training is given for six weeks in one plant, for one week in a second, and not at all in the third. Training on the job is being carried on in all three plants.

Related training and up-grading training for jobs of greater skill and responsibility are part of the training described. Special problems mentioned are foremen's reluctance to accept women, use of women as supervisors and foremen, shifts and working hours, absenteeism, and need for safety instruction.

TRAINING SERVICES AVAILABLE TO WAR INDUSTRIES AND AGRICULTURE
Bureau of Training, 10 pp.

This pamphlet gives employers and farmers information regarding the principal agencies offering training and related services, without cost, to workers on farms and in war industries and to those planning to work in war industries. The kind of training that are available through these agencies are described with an analysis of their scope, purpose and the particular agency providing it. Contact with the local agency can be made through the USES or by writing to the Information Department at the above address.

TRAINING WOMAN POWER
Bureau of Training - Mimeo. 26 pp.

The foreword of this pamphlet states that trends in training for war industries show (a) an increasing number of women trainees, - some plants taking Negro women into paid training programs, and, (b) organized labor sympathetic to the training and employment of women. The pamphlet outlines the various types of training available without cost. It emphasizes the importance of induction training (orientation training combined with active work and instruction on actual processes) to the woman worker; more thorough training of leadmen, supervisors and job instructors in how to introduce woman to their jobs; and the effective use of women counselors in the training programs, particularly during induction training.

RECENTLY REPORTED OCCUPATIONS ON WHICH WOMEN ARE EMPLOYED
USES - February 1943, Mimeo. 5 pp.

This material supplements the pamphlet "Occupations Suitable for Women", issued by USES in February, 1942. It lists occupations more recently reported in which women are now employed. The statement is made that with reference to strength, experience and training, placement of women for jobs should be on the basis of individual qualifications and not on the basis of "average woman's suitability." Women are found to be especially apt in precision work.

INCREASED UTILIZATION OF WOMAN POWER: (Employment of Women in the Slaughtering and Meat Packing Industry)

Division of Occupational Analysis and Manning Tables, Bureau of Manpower Utilization, 6 pp. Mimeo. September 1943.

This report lists occupations in which women are employed and those occupations considered suitable for women in the slaughtering and meat packing industries. Twenty-five to thirty per cent of the personnel of the six firms studied were women. In determining whether or not women have the required physical abilities, a Physical Demands Analysis should be made of the job, based on the Physical Demands Analysis Manual, prepared by this Division of the Manpower Commission.

LIST OF PUBLICATIONS OF THE TRAINING-WITHIN-INDUSTRY SERVICE
Mimeo - Sheet

The list includes all pamphlets now currently in use in the Training-Within-Industry Program. These publications are concerned with various phases of training that are needed by all workers, including the woman worker.

Women's Bureau, U. S. Department of Labor
Washington, D. C.

TYPICAL OPERATIONS AT WHICH WOMEN ARE EMPLOYED IN WAR PRODUCTION
June, 1943

This sheet lists occupations in manipulative skills, inspection, packing, factory service, etc., coded to indicate those in which women are (a) now used extensively, (b) to some extent, (c) to a slight extent.

*WOMEN'S FACTORY EMPLOYMENT IN AN EXPANDING AIRCRAFT PRODUCTION PROGRAM
Bulletin #189-1, 12 pp. 5¢

At the close of World War I, 23% of the employees in 40 airplane plants were women. Early in 1941 when this survey was made 40 to 50% of the employes in German and English plants were women. At the same period in the United States women formed a very small proportion of aircraft factory workers. This pamphlet makes a careful analysis of the production in seven aircraft plants to determine the suitability of the different jobs for women workers.

The employment of women in machine operating, in subassembly work requiring mainly finger dexterity, and in feeder shops in final assembly, is recommended. The survey indicates that women might be used in spot welding, paint and dope, and in planning, toolroom and inspection.

*WOMEN'S EMPLOYMENT IN AIRCRAFT ASSEMBLY PLANTS IN 1942
By Ethel Erickson, Bulletin #192-1, 23 pp. 10¢

This survey of women's employment in aircraft assembly plants made in the winter of 1941-42, follows Bulletin 189-1, reviewed above. It shows that with declaration of war, aircraft assembly plants began to use women workers successfully on many jobs formerly performed by men. The survey is based on a study of 26 operating plants and 2 plants under construction. The survey shows women at work on many of the jobs for which they had been considered capable in the 1941 report. This pamphlet considers women workers at the various jobs at machines, at bench, in subassembly, in tool-room, in paint and dope, and fabric departments, and in other work related to aircraft production. More than half the pamphlet is given to plans for the future employment of women and personnel requirements and policies anticipating steady increase of women workers in this industry. Training, rates of pay, hours, and clothing, food service, tool kits, and affiliation with unions, are given consideration. Subcontracts to subassembly and parts plants result in employment of women in these plants in work similar to that done in the aircraft plants.

*EMPLOYMENT OF WOMEN IN THE MANUFACTURE OF ARTILLERY AMMUNITION
Bulletin No. 189-3. 17 pp. 5¢

This pamphlet summarizes the principal operations required in the manufacture of artillery ammunition. It describes those operations carried on by women in the various phases of the work, evaluating the ability of women to perform satisfactorily jobs formerly done by men. Women workers are being employed increasingly in this industry excepting where women lack sufficient skill to set-up and adjust machines; where operations are too complex and would have to be broken down into simpler operations, and where the work is of the most dangerous character.

*WOMEN'S EMPLOYMENT IN ARTILLERY AMMUNITION PLANTS, 1942
By Martha J. Zeigler, Bulletin #192-2, 19 pp. 5¢

This pamphlet is a continuation of the survey of women's employment in the manufacture of artillery ammunition made by the Women's Bureau in the Spring of 1941 which was published as Bulletin #189-3 and is reviewed above. The present survey covers the employment of women in artillery ammunition manufacture for the period November 1941 to April 1942 and shows trends in employment and capabilities of women in this industry during a condition of actual war. Bag-loading plants are using and plan to use more women. In shell-loading plants the number of women will depend on the size and weight of the shells and bombs being loaded. Especial attention is given in this pamphlet to general working conditions and safety and health hazards encountered in handling the materials used in manufacture of artillery ammunition. Women are adept at the operations

required in loading, assembling, inspecting, packing of such components and percussion elements, primers, booster, detonators, and fuses because of finger dexterity and patience. Operations in shell-loading and bag-loading are considered separately. The final section covers personnel policies.

*EMPLOYMENT OF WOMEN IN THE MANUFACTURE OF CANNON AND SMALL ARMS IN 1942
By Margaret Kay Anderson - W. B. Bulletin No. 192-3 36 pp. 10¢

This material is based upon the study of women's work in four government arsenals and four private plants. The study gives conditions in 1942. It has value to the employers in this work and in other industries using women as machine operators. Small-arms and cannon manufacture are treated separately since the comparative lightness of the work in small arms makes it possible to use more women workers on more operations. In this industry women workers have operated a wide array of types and sizes of machine-tools. The pamphlet gives details as to the types of machines successfully used by women workers, and the operations performed. The analysis includes operation by women of milling machines, drill presses, profiling machines, grinding machines and punch presses. The concluding chapter discusses rates of pay, hours, personnel needs and problems such as need for women personnel workers, medical facilities, education and experience, age, uniform, food service.

*EMPLOYMENT OF WOMEN IN THE MACHINE-TOOL INDUSTRY, 1942
By Dorothy K. Newman and Martha J. Zeigler. Bulletin No. 192-4. 42 pp. 10¢

The purpose in this survey is to show to what extent and in what jobs of the machine-tool industry women workers are operating or can operate successfully. Problems involved in such employment which are discussed, include work simplification, handling devices, setting-up machines, and training. Women's ability in precision work is noted.

The various phases of machining are discussed in relation to woman's ability to operate the different machines. The use of women as assemblers, inspectors, and foremen is considered. The final section is devoted to hours, rates of pay, clothing, recruiting, turnover, and personnel work with women workers.

*THE EMPLOYMENT OF AND DEMAND FOR WOMEN WORKERS IN THE MANUFACTURE OF INSTRUMENTS - AIRCRAFT, OPTICAL AND FIRE CONTROL, AND SURGICAL AND DENTAL
Bulletin No. 189-4. 20 pp. 5¢

Instrument manufacture is a field to which women workers are especially fitted because the work is light, there are many small parts and some of the parts require painstaking operations for which women have special patience. This pamphlet is the result of a survey of seventeen instrument plants in the East and Midwest. It summarizes the principal operations in the manufacture of these instruments and indicates to what extent women are used in these operations. Most women's jobs on aircraft instruments are on the mechanism subassemblies and include inspecting and adjusting. Possible ways of using womanpower in other operations in these industries are outlined.

*WOMEN WORKERS IN SOME EXPANDING WARTIME INDUSTRIES
New Jersey, 1942. Bulletin #197, 1943, 10¢ 44 pp.

This interesting study of conditions in 187 plants in New Jersey describes the problems facing workers and employers in 1942 when firms were expanding

tremendously and rapidly to meet the pressure of war production.

Of the 68,607 women employed in these industries, 84% were employed in factory work. Although the largest net gain in number were women employed as assemblers, inspectors, and hand workers on process, especially marked proportions of increase among women workers were found at milling and grinding machines, in store rooms, and at lathes, drill presses, and bench machine work. Half of the women in occupations formerly men's were in aircraft engine and propeller firms and in electrical plants.

The survey shows conditions under which women were working in plants under pressure of rapid expansion. Conditions described at the 137 plants include hours and shift systems; lunch and rest periods; plant provision for food; wages, and health hazards. Sections are given to discussion of plant conditions and facilities, absence and turnover, and employee morale.

The surveyors made 696 visits to the homes of women workers and the workers' points of view regarding their work and the problems revealed make the pamphlet especially interesting and informing.

WOMEN IN PERSONNEL AND INDUSTRIAL RELATIONS WORK IN WAR INDUSTRIES
March 1943 - WO - 43-253. Mimeo. 16 pp. and appendix

The question of the extent to which war industries are employing women personnel workers, counselors and production supervisors is herein considered. There is detailed analysis of the duties and qualifications of the women's counselor as the job has developed in different companies; there is a generally recognized need for the position where large numbers of women are employed. Personnel administration positions are being held by women, some of them active in general personnel work, and some only in matters affecting women workers. Examples are cited and duties detailed. There are not many data available as yet on the number of women employed as foremen or job supervisors in war industries. Women, however, are being trained for group leaders.

*EFFECTIVE INDUSTRIAL USE OF WOMEN IN THE DEFENSE PROGRAM
Special Bulletin #1, 1940, 22 pp. 10¢

This is the first of a series of special bulletins in which the Women's Bureau presents material treating means of preserving the health of the woman worker and thereby increasing her value and efficiency as a worker.

The pamphlet has been prepared in cooperation with the Labor Advisory Committee which represents eight unions. It emphasizes the types of work at which women excel, given proper working conditions; it describes and points out the need for observance of all types of safety precautions and describes and urges the observance of accepted standards of lighting, seating, and sanitation.

*LIFTING HEAVY WEIGHTS IN DEFENSE INDUSTRIES
Special Bulletin, No. 2. 1941, 11 pp. 5¢

This pamphlet opens the discussion of the lifting of heavy weights by women workers by reviewing the types of heavy work done by women in Great Britain and America during World War I. Physical factors that make heavy lifting undesirable for women include (a) woman's limitation of strength and (b) effect upon woman's physical structure. Approved methods of saving energy discussed herein include use of lifting and conveying devices, rearrangement of work to avoid unnecessary lifting and carrying, and the training of workers in correct methods of carrying weights. Physical examinations of workers in fitting the worker to the

job, and State inspection and lifting regulations are recommended.

SAFETY CLOTHING FOR WOMEN IN INDUSTRY
Special Bulletin #3, 1941, 11 pp. 10¢

This bulletin emphasizes the part that clothing plays in the safety of a woman worker. For her, goggles, head covering, proper shoes are not accessories but safety essentials on many jobs. The pamphlet points out the need for the style of the worker's dress to be adapted to the type of work she is doing. A listing is made of work clothing essential for jobs involving special dangers.

*WASHING AND TOILET FACILITIES FOR WOMEN IN INDUSTRY
Special Bulletin #4, 1942, 11 pp. 10¢

For the employer interested in maintaining sanitary standards at his plant, this pamphlet supplements the material in the bulletin of the Pennsylvania Department of Labor and Industry on Regulations for Industrial Sanitation.

It contains information as to approved standards for location and construction of toilet-rooms with recommendations as to materials, ventilation, lighting, heating and number of toilets and lavatories. Cost of installation is given consideration.

WOMEN'S EFFECTIVE WAR WORK REQUIRES TIME FOR MEALS AND REST
Special Bulletin #5, May 1942, 4 pp.

At least 30 minutes for lunch and 10 minutes of rest per 4-hour spell are recommended for maximum production of women workers.

*NIGHT WORK FOR WOMEN AND SHIFT ROTATION IN WAR PLANTS
Special Bulletin #6, June 1942, 6 pp. 5¢

This pamphlet covers simply and satisfactorily the responsibilities and health precautions which should be observed by management and by the worker when women are employed on night shift. The problems of the length of shifts and advisability of shift rotation are discussed.

*HAZARDS TO WOMEN EMPLOYED IN WAR PLANTS ON ABRASIVE WHEEL JOBS
Special Bulletin No. 7, 1942 6 pp. 5¢

This pamphlet states that investigation by the Women's Bureau of occupations suitable for women in war production shows that in metal plants with good dust collection methods and adequate protection from injury, the occupations of grinding, polishing, and buffing may be classed among the most desirable jobs for women. The hazards outlined include dust inhalation, oil dermatitis and fatigue resulting from faulty posture and constant pressure of the body against objects during grinding, polishing and buffing operations. Protective methods to avoid each of these hazards are described.

*SAFETY CAPS FOR WOMEN IN WAR FACTORIES
Special Bulletins #8, October 1942, 4 pp. 5¢

SAFETY CAPS FOR WOMEN MACHINE OPERATORS
Supplement of Special Bulletin #9, Folder

Special Bulletin #9 gives reason for wearing caps in certain kinds of work. It gives the standards for a good cap and urges management to enforce use in types of work where it insures safety, and protection for hair and skin. The supplement to Bulletin #9 gives descriptions of 12 kinds of caps accompanied by illustrations. It is a suitable folder for posting on factory bulletin boards for the instruction of workers. Information as to manufacturer's names and prices of caps in bulk are available through the Women's Bureau.

*WOMEN'S EFFECTIVE WAR WORK REQUIRES GOOD POSTURE
By Margaret T. Mettert, Special Bulletin #10, 1943, 6 pp. 5¢

In order to reduce fatigue to a minimum and maintain production at a maximum, management will consider adequate seating for the women workers as of primary importance. Alternating from sitting to standing diminishes fatigue. This pamphlet considers the value of providing seats that are adjustable. Coincident with provision of seats is the need to analyze the job to determine that work material is as readily available as possible to the worker, and instruction of the worker in good posture while sitting and standing at her work.

BOARDING HOMES FOR WOMEN WAR WORKERS
Special Bulletin #11, January 1943, 6 pp.

This pamphlet will have value to women counselors and personnel workers who place workers from without the community in boarding or rooming homes and to the paid hostess herself. By use of the material in this pamphlet, one can ascertain the standards to be maintained in a rooming house for consideration in setting up a list of available rooms for the new workers.

*CHOOSING WOMEN FOR WAR INDUSTRY JOBS
Special Bulletin #12, March 1943, 10 pp. 5¢

Management will find in this pamphlet helpful material for personnel and placement departments. The pamphlet recommends an analysis of all jobs whether they are now suited to women workers or can be so converted as to be satisfactorily performed by women.

The importance of the information secured on the application blank, the value of the placement interviews, the importance of the personality and techniques of the interviewer are noted. The value of the various types of tests in the hands of the trained person as an aid in the selecting of personnel is pointed out.

*PART-TIME EMPLOYMENT OF WOMEN IN WARTIME
Special Bulletin No. 13, June 1943 - 17 pp. 10¢

This pamphlet states that by the summer of 1943 with 16 million women employed and a continued demand for woman-power, employers are employing part-time workers because women who are free of family responsibilities to work full time are no longer available in adequate numbers. Three kinds of part-time shifts are described. The type worker to be secured in each shift, and the inadvisability of the double job are considered. The pamphlet points out that the need for part-time workers in the service industries is quite as great as in war plants.

*RECREATION AND HOUSING FOR WOMEN WAR WORKERS
By Mary V. Robinson, A Handbook on Standards, Bulletin #190, 1942 40 pp. 10¢

This pamphlet will have value for personnel workers, counselors and all those whose concern it is that the woman worker be comfortably housed and make a satisfactory adjustment to the life of the community. Management concerns itself with this, recognizing that adjustment to life outside the plant is definitely related to satisfactory job performance.

The pamphlet recognizes and discusses problems of housing and recreation facing workers due to the fact that industries are expanding more rapidly than are community facilities for housing and recreation. These problems are greater in the case of the women worker, and she requires special help from the personnel department and cooperating agencies in the community. Problems recognized and discussed in the pamphlet include recreation, scarcity of adequate housing and eating facilities, transportation, health and medical care, social case work, child care. In recognition of the two outstanding problems of recreation and housing and the others as related to these, the writer has set up standards and policies with considerable detail and information.

A standard room-registry schedule given in an appendix will have value to departments maintaining a list of approved rooming houses for workers.

*"EQUAL PAY" FOR WOMEN IN WAR INDUSTRIES
Bulletin #196, 1942, 26 pp. 10¢

This pamphlet discusses fully the policy of "equal pay" for women, embodied in the succinct statement of the Women's Bureau policy, "wage rates for women should be the same as for men, including the entrance rate."

Employers who want to inform themselves on the attitude of various agencies and organizations on the policy of "equal pay" and the facts in its favor will gain much information from reading this pamphlet. The content includes discussion, with illustrative evidence, of such statements as these:

A "light" job (such as women frequently perform) often represents a high order of skill, exacts a large share of the worker's energy, and is of great importance to the product.

Women's output on the job compares well with man's when the individual is suited to the job and the conditions of work are adequate. Government policy has long upheld the rate for the job. In union negotiations, clauses now frequently include agreements to the principle of "equal pay" for women's work.

WHAT JOB IS MINE ON THE VICTORY LINE?
Leaflet #1, April, 1943, 6 pp

This pamphlet is addressed to the women of America, urging them to try employment in a warplant on the production and assembly line as an inspector, or in some line servicing production and plant. In order to give them confidence the pamphlet shows how skilled operations in women's work in many fields can be transferred to a specific skill in war work.

*WARTIME REMINDERS TO WOMEN WHO WORK
The Paying Guest - The Paid Hostess, January 1943, 8 pp. 5¢

This little folder will be useful to the counselor and the personnel worker who are concerned that the woman worker be contented in her home environment. This is not purely an altruistic concern for the worker's state of mind carries over into the calibre of work she does on the job. There is in this pamphlet a clarification of the duties and obligations of the paying guest and the paid hostess which will make for a good social situation in the temporary home of the woman worker.

ABSENTEEISM - Unauthorized Time Away From the Job
7 pp. Mimeo. March 1943.

This pamphlet analyzes in outline form the causes of absenteeism and discusses methods of reducing it through efforts of the employer, the union and the community. Statistics on absenteeism are given and interesting facts as to devices England is using in reducing absenteeism during the war period.

NEGRO WOMEN'S STAKE IN THE WAR EFFORT
(WO 42 - 39) March 1942, 2 pp. Mimeo.

A review of the present use of Negro women in industry and possibilities of their use to a greater extent in such war industries as small-arms, ammunition, and aircraft manufacturing. Food handling, and service industries, the garment industries, and the farm are all possible opportunities for using womenpower regardless of race.

WOMEN'S WARTIME OCCUPATIONAL HAZARDS
March 11, 1943. Mimeo. 4 pp.

After giving statistics as to the increase in industrial accidents, this pamphlet points out special accident problems of women workers because of inexperience, clothing, their size and strength as compared to man's, the handling of materials that have special hazard for women. It then proceeds to make constructive suggestions to eliminate the hazards. The same procedure is followed in treating industrial health problems of women such as occupational disease and fatigue.

SAFETY AND HEALTH PROBLEMS OF WOMEN IN INDUSTRY
An address by Mary Anderson, Director Women's Bureau at 31st National Safety Council, October 27, 1942. Mimeo. 10 pp.

In this address Miss Anderson emphasizes the need for adequate rest periods and necessary adjustments to make women's position at bench and machine an easy and natural posture at the job. The discussion of the need for safety clothing is especially informative. One of the most frequently neglected safeguards for the workers' health, availability of nutritious food, is emphasized.

APPLICATION OF STATE HOUR LAWS TO THE EMPLOYMENT OF WOMEN ON DEFSNSE PROJECTS
2506, Mimeo, December 1941 3 pp.

This pamphlet is designed to answer questions concerning the application of State Hour Laws regulating the hours of employment of women, to women employed on government projects in connection with the War Program. The four types of employment involved are (1) employment by a private firm working on a government supply contract, (2) employment by a private firm on a government construction project, (3) employment by an instrumentality of the United States such as the Federal Housing Administration and (4) employment in government owned arsenals, munitions, or other factories.

MATERNITY POLICIES IN INDUSTRY
By Charlotte Silverman, M.D. Division of Research in Child Development Children's Bureau. Reprinted for distribution by the Women's Bureau 4 pp.

In order to determine what policies were in effect regarding the employment of pregnant mothers and regarding post-natal leave, the Children's Bureau made a survey in 11 states of 70 industrial plants employing 250,000 women. The existing policies are summarized and the concluding paragraphs of the article cover what the Children's Bureau believes are the essentials of a sound industrial maternity policy for industry. A point of emphasis is that a policy of releasing women when pregnancy is discovered means that the woman who needs or wants work will conceal her pregnancy during the first three months when miscarriages are most apt to occur.

THE LABOR INFORMATION BULLETIN
Issued monthly by the Women's Bureau. 75¢ a year.

Management in its various departments, such as Labor Relations, Personnel and Safety Engineering will find this bulletin published by the Women's Bureau an excellent means of keeping abreast of problems, trends, and developments regarding the woman industrial worker. The following reprints from the July 1943 Labor-Information Bulletin are available on request from the Women's Bureau - Work Shoes Fill Health and Safety Needs. A description of the kinds of shoes the woman worker in industry should war and the kinds she should avoid. Women are Replacing Men in Office Positions - 4 pp. A study of trends over a two-year period shows 32.4 per cent increase in women office workers and a decrease of 9.7 per cent in men office workers. A trend toward training and employment of older women is noted. Women's distribution throughout the field of office work has broadened into new occupations formerly considered men's jobs, such as underwriters and purchasing agents.

THE WOMAN COUNSELOR IN WAR INDUSTRIES: An Effective System, Sp. B. 16
By Dorothy K. Newman, 15 pp. December, 1943.

This pamphlet outlines the functions and qualifications of the Women's Personnel Officer and the assisting counselors. It concludes with a discussion of personnel programs for women workers that are in practice in shipyards.

U. S. DEPARTMENT OF LABOR
WOMEN'S BUREAU
Washington

SELECTED REFERENCES APPLYING TO WOMAN EMPLOYMENT IN THE UNITED STATES AFTER THE WAR

Any study of the situation of women's employment after the war must take into account (1) the extent of the changes in this respect during the war, and (2) the economic background designed to secure a high level of employment in the postwar periods. This selected bibliography is divided into the following sections:

1. References on economic background.
2. General references specifically relating to women.
3. References indicating the thinking and the programs concerning woman employment of selected organizations - women's or general economic.

Economic thinking in this country began very early to consider the problems of adjustment to a future peacetime era. Therefore some of the best references are to material published in 1943 or even earlier, as well as to later reports. Much of the material especially applying to women comes from current sources - bulletins, pamphlets, and magazines. The present list does not include references to the many local and area employment surveys and estimates currently being made, nor to programs dealing primarily with general international organization.

I.—BACKGROUND OF ECONOMIC CONDITIONS

Additional Report of the Special Committee Investigating the National Defense Program, Report No. 10, Part 12, Mr. Truman, Chairman. (1944)

Baker, Helen. The Readjustment of Manpower in Industry During the Transition from War to Peace. Princeton University, Industrial Relations Section, 1944.

Chase, Stuart. Goals for America - A Budget of Our Needs and Resources. New York, The Twentieth Century Fund, 1943.

Goldenweiser, E. A., and E. E. Hagen. Jobs After the War. Federal Reserve Bulletin, May 1944.

Hansen, Alvin H. After the War—Full Employment. Washington, D. C., U. S. Government Printing Office, February 1943 (revised).

Journal of Commerce. New York. Postwar Planning Now. (Describes individual industry plans. Issued quarterly.)

Livingston, S. Morris. Markets After the War. U. S. Department of Commerce, March 1943.

Livingston, J. A. Reconversion - The Job Ahead. Public Affairs Pamphlet No. 94, June 1944.

Nathan, Robert. Mobilizing for Abundance. 1944.

New Republic Supplement. America and the Postwar World. Nov. 29, 1943.

Report of the Conference on Postwar Readjustment of Civilian and Military Personnel. Demobilization and Readjustment. Washington, D. C., U. S. Government Printing Office, June 1943. (Women discussed in particular, p. 49.)

Schlotterbeck, K. T. Postwar Re-Employment; the Magnitude of the Problem. 1943.

Stewart, Maxwell L. In Public Affairs Pamphlets
After the War? No. 73, 1942.
Jobs and Security for Tomorrow. No. 84, 1943.

U. S. Bureau of Labor Statistics. Factors Determining Postwar Job Transfers and Unemployment. Monthly Labor Review, February 1944.

Wallace, Henry. Jobs for All. (A statement on desirable economic policy.) New Republic, Jan. 29, 1945.

II.—SELECTED REFERENCES RELATING TO WOMEN

Anderson, Mary. Postwar Role of American Women. American Economic Review, March 1944. supp.

Andrews, John M. Re-Employment and Postwar Planning. Annals of the American Academy, March 1942.

Banning, Margaret Culkin. Will They Go Back Home? The Rotarian, September 1943.

Benham, Elisabeth D. Employment Opportunities in Characteristic Industrial Occupations of Women. U. S. Department of Labor, Women's Bureau, Bul. 201, 1944.

Brewer, F. M. Women Workers After the War. Editorial Research Reports, Apr. 22, 1944.

Buchanan, Aimee. The Lady Means Business. Simon and Schuster.

Christian Science Monitor. Women and the World We Want. Series of 30 articles by women from various countries. Spring 1943.

Durand, John D. Postwar Employment of Women in the United States, a Statistical Forecast. International Labour Review, December 1943.

Family Economics Bureau, Northwestern Life Insurance Co. Final Figures in War Plants Survey Show 71½ Per Cent of Women War Workers Want Postwar Jobs. Minneapolis, 1944.

Fleming, H. E. Women Workers Look Ahead. Survey Graphic, October 1944.

Fortune Survey. Fortune Magazine, August 1943 and May 1944.

Herrick, Elinore M. What About Women After the War? New York Times Magazine, Sept. 5, 1943.

Hooks, Janet M. British Policies and Methods in Employing Women in Wartime. Part VI. Postwar Planning and Program Relating to Women, U. S. Department of Labor, Women's Bureau, Bul. 200, 1944.
(Though referring to another country, this is included here because parts of the British program are particularly forward-looking as applying to women.)

Miller, Frieda S.
Women and Their Jobs. Survey Graphic, May 1943.
American Working Women in the Postwar Era. New Leader, Jan. 6, 1945.

Newsweek's Club Bureau. American Women in the Postwar World. A Symposium. 1943.

Palmer, Gladys L. Women's Place in Industry. Current History, January 1944.

Pidgeon, M. E.
Preview as to Women Workers in Transition from War to Peace.
U. S. Department of Labor, Women's Bureau Special Bul. 18, 1944.
(Last section of this report quotes statements from individuals and from organization policies relating to women in the postwar world.)
Changes in Women's Employment During the War. U. S. Department of Labor, Women's Bureau, Special Bul. 20, 1944.

Reconversion Blueprint for Women. Adopted at a conference of women representatives of 25 national organizations with the Women's Bureau, U. S. Department of Labor, December 1944.

U. S. Bureau of Labor Statistics. Monthly Labor Review.
Policy of War Manpower Commission on Woman Workers, April 1943.
Manpower Requirements for 1943-44, August 1943.
Wartime Employment of Women in Manufacturing, October 1943.
Civilian Labor Force. (Report by sex each month from Bureau of the Census.)
Effect of Cut-backs on Women's Employment, September 1944.

Women's Advisory Committee, War Manpower Commission. Women in the Postwar.
A brief statement of problems, with recommendations. April 1945.

Zapoleon, Marguerite Wykoff. The Outlook for Women in Occupations in the Medical Services - Separates for Physical Therapists, Occupational Therapists, Professional Nurses, Medical Laboratory Technicians, Practical Nurses and Hospital Attendants, Medical Record Librarians, Physicians, X-ray Technicians, Dentists, Dental Hygienists, Physicians' and Dentists' Assistants.
U. S. Department of Labor, Women's Bureau, Bul. 203, 1945.

III.—REFERENCES TO MATERIALS OF SELECTED ORGANIZATIONS

American Association of University Women.

Journal (Quarterly) For policy statements, articles, and program, see especially issues Spring 1943, Fall 1943, Summer 1944.

Food for Thought and Discussion on Women in the Postwar World. References compiled by Frances Valiant Speek. (Mimeographed) Washington, October 1943.

American Federation of Labor

Federationist (Monthly) Working Women After Victory, by Agnes Nestor. February 1945.

Congress of Industrial Organizations

Re-Employment. C.I.O. Re-Employment Plan. Philip Murray. 1944. Page 6, Statement on women.

United Electrical, Radio and Machine Workers. UE Policy Resolutions and Statements Tenth International Convention. New York. 1944. Pages 48-9, U. E. Program for Women.

United Automobile Workers. Fruits of Victory. Plenty or Poverty. April 1944. Women's Postwar Plans. March 1944.

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International Labor Conference Report III (prepared for Sesssion of April 1944 in Philadelphia). Chapter IX.

I.L.O. Official Bulletin. June 1944. Report of Philadelphia Conference. Page 63, General Principles. Redistribution of Workers.

The Philadelphia Charter.

National Federation of Business and Professional Women's Clubs

The Independent Woman (Monthly)

Arnold, Pauline. Where Will the Postwar Chances Be? October 1944.

Gildersleeve, Dean Virginia C. What Chance for a Professional Career? September 1944.

Hickey, Margaret A. Job Opportunities for Women. June 1944. For 1944-45 program.

Maffett, Dr. Minnie. Jobs for Nearly Everybody. June 1944. For 1944-45 program.

The Shape of Things to Come. June 1943. (Part 10 of program for 1943.)

National Women's Trade Union League

Action Needed. Postwar Jobs for Women. 1944.

Life and Labor (Monthly, mimeographed)

Young Women's Christian Association
The Woman's Press (Monthly)
Bell, Juliet O. Professional Women in the Changing Scene. July-August 1943.
Graves, Elsa. Will Women Stay in Industry? December 1944.
Lindeman, Eduard C. Women of Tomorrow, March 1944.
Southard, Gladys Kitchel. Women and Postwar Jobs. January 1945.
YWCA Public Affairs News Service. Bul. 2, Series 9. Jobs for Women After the War. Dec. 8, 1944.

Women's Institute of Professional Relations
War and Postwar Demands for Trained Personnel. Report of a conference, Spring 1943.
War and Postwar Employment and Its Demands for Educational Adjustments. Report of a conference, Spring 1944.
Women's Work and Education (Quarterly)

Among a variety of other periodicals that could be consulted, the following from time to time give specific occupational or industrial information.

Committee for Economic Development. C.E.D. News (Bimonthly)
National Industrial Conference Board. The Economic Record and The Management Record (Monthly), and special reports.
National Vocational Guidance Association. Occupations (Monthly)
Occupational Index, Inc. Occupational Index (Monthly)
Science Research Associates.
Vocational Guide (Monthly)
Vocational Trends (Monthly)
U. S. Civil Service Commission. Current announcements.

Bibliographies

VE-ND Misc. 3688
October, 1943

OCCUPATIONS FOR GIRLS AND WOMEN IN WARTIME;

SELECTED REFERENCES

Federal Security Agency
U. S. OFFICE OF EDUCATION
Vocational Training for War Production Workers
Washington 25, D. C.

BIBLIOGRAPHY: Occupational Information, War Production Workers

1. American Management Association. Solving the manpower problem. New York, N.Y., The Association, 330 W 42 St., 1942. 28 p.

   Contains a discussion of quick training for women workers, selecting and placing women workers, and optimum hours of work for women.

2. American Management Association. Wartime office personnel problems. New York, N.Y., The Association, 330 W 42 St., 1942. 43 p. (Office Management Series No. 97)

   This pamphlet on the selection, training, compensation, and turn-over of clerical workers includes a discussion of employing and of upgrading women workers for men's jobs.

3. Bedell, Earl L. Training women for wartime industries. Industrial arts and vocational education, 32: 1-4, January 1943.

   A discussion of some of the problems incident to training women as war production workers; courses to be given; safety and health precautions to be taken.

4. Christie, Margaret. White collar women behind defense. Independent woman, 20: 324-326, 349, November 1941.

   An account of the office work which must be done in connection with defense industries.

5. *College women and war industry. Journal of the American association of university women, 36: 131-170, spring 1943.

   Report of a conference held in February 1943 called to discuss the opportunities in war industries for trained women, adaptations, training programs, and cooperation desirable between industry and women's colleges.

6. De Shong, Andrew. Hand that rocks the Axis. Colliers, 110: 14-15, July 11, 1942.

   Short illustrated discussion of the work done by women workers at the North American Aviation plant in Texas.

*Recommended for readers with limited time who desire comprehensive general information about women in wartime occupations.

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SELECTED REFERENCES

Federal Security Agency
U. S. OFFICE OF EDUCATION
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Washington 25, D. C.

FOREWORD

These are annotated references to selected books, periodicals, and pamphlets published from July 1940 to June 1943 and dealing with various aspects of occupations for girls and women which are essential to the war effort. References to war production occupations comprise the main division, while references to nursing and to the various military and naval services for women are contained in the appendix. The index, pages 16 to 17 refers the reader not only to all of the occupations discussed in the various publications but also to such subjects as training and special problems arising from the employment of women in many new fields of work.

The references are a selection from a bulletin "Wartime Occupations for Girls and Women: References and Related Information" which will be published at an early date. The bibliography was compiled, under the supervision of their respective chiefs, by Marguerite Zapoleon of the Occupational Information and Guidance Service and Louise Moore, of the program for Vocational Training for War Production Workers, U. S. Office of Education.

CONTENTS

	Page
Foreword	i
BIBLIOGRAPHY: Occupational Information, War Production Workers	1
APPENDIX: Nursing and Military and Naval Services . . .	12
INDEX	16

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1. American Management Association. Solving the manpower problem. New York, N.Y., The Association, 330 W 42 St., 1942. 28 p.

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   Short illustrated discussion of the work done by women workers at the North American Aviation plant in Texas.

*Recommended for readers with limited time who desire comprehensive general information about women in wartime occupations.

7. Eaves, Elsie. Wanted: women engineers. Independent woman, 21: 132-133, 158-159, May 1942.

An article dealing with the needs for fully trained professional engineers and for subprofessional workers; and colleges where they can obtain training. Brief biographies of several women engineers are included; and a short bibliography is appended.

8. Federal Security Agency. Social Security Board. Bureau of Employment Security. Occupations suitable to women. Washington, U. S. Government printing office, February 1942. 103 p.

A list of war occupations and of nonwar occupations suitable for women, together with a list of definitions of these occupations from the "Dictionary of Occupational Titles."

9. *Federal Security Agency. Social Security Board. Womanpower: the key to the manpower problem. Employment security review, 9: 3-28, December 1942.

A series of short articles concerning the numbers of women available for war production work, training, union attitudes toward women, methods of recruiting, and some of the problems arising from use of women as war production workers.

10. Federal Security Agency. U. S. Office of Education. Engineering, science, and management war training trains women as civil service junior engineers. Education for victory, 1:26, Feb. 15, 1943.

There are many opportunities for women as civil service junior engineers. This article tells of the education needed and of the types of positions open.

11. Federal Security Agency. U. S. Office of Education. Junior engineer course for women. Education for victory, 1: 12, Jan. 1, 1943.

Women college graduates are needed to prepare for positions as junior engineers. An outline of courses open to women and a statement of wages.

12. Federal Security Agency. U. S. Office of Education. Public vocational schools and the war. Education for victory, 1: 27-30, March 15, 1943.

An account of the training facilities for war production work offered through public vocational schools. Included are data about women trainees.

13. *Federal Security Agency. U. S. Office of Education. Wanted - women war production workers. Washington, The Office, June 1943. 22p. mimeo.

This guide, prepared primarily for the use of counselors of girls and women, offers information about training available for women wishing to become war production workers, and about assistance which may be given to girls and women in choosing the field of war production work which they should enter.

14. Flemming, Arthur Sherwood. Relation of personnel needs of the Federal government to the future of women's education. Journal of national association of deans of women, 4: 154-156, June 1941.

The work of the civil service commission in recruiting workers for Federal agencies is discussed; opportunities for women in Federal service are outlined.

15. Gainsbrugh, M. R. and White, I. J. Women as war labor reserves. The conference board economic record, (National Industrial Conference Board) 4: 47-50, February 1942.

A study of the number of women in war production industries, of potential sources of labor, and of trends in the employment of women.

16. Gilbert, Paul S. Women? They're here to stay. Factory management and maintenance, 100: 96-98, 228, 230, 232, September 1942.

Woman at the Grumman Aircraft Engineering Corporation do good work, cause no particular problems; all are trained for their work.

17. Glover, Katherine. Women at work in wartime. Public affairs pamphlets, no. 77. New York, N. Y., Public affairs committee, inc., 1943. 31 p.

This pamphlet includes a short discussion of training available to women; among other topics are safety clothing for women; absenteeism; day care of children of working mothers; the work of WAACS, WAVES, SPARS, and WAFS; civilian workers for the armed services. The need for women with special skills and for women farm workers are stressed. A short bibliography is included.

18. Guthrie, W. G. Why we like women in our shop. Factory management and maintenance, 101: 90-94, 202, 204,206, February 1943.

The Allison Division, General Motors Corporation have found women very satisfactory workers. Contains short accounts of the jobs they do, and their reaction to shop discipline.

19. Hays, Idell D. WAMS, women apprentice mechanics of Transcontinental and Western Air. Flying, 32: 38-39, 168, June 1943.

Work of women apprentice mechanics; their training is done by the foremen.

20. Institute of Women's Professional Relations. War demands for trained personnel. New London, Conn., Connecticut College, 1942. 260 p.

Proceedings of a conference on "war demands for trained personnel" held in Washington, March 1942, with emphasis on the opportunities for women. Scientific services, occupations related to health, home economics, business and law, transportation and communication, education and community agencies, dissemination of information, and the supply of trained workers in relation to the demand of the total war program are the headings under which the addresses and discussions are arranged.

21. Is your place in civil service? Independent woman, 22: 46, 60-62, February 1943.

A brief account of various types of civil service examinations open to women in a large number of fields.

22. James, Charlie N. Womanpower in airline maintenance shops. Aviation, 41: 126-127, 343-344, December 1942.

Western air lines is using women as apprentice mechanics replacing manpower with womanpower in maintenance shops.

23. Manufacturers' Association of Connecticut, Inc. Womanpower to supplement manpower. Hartford, Conn., The Association, 1942. 32 p.

This pamphlet suggests to employers methods of breaking down jobs so that women can be employed advantageously. Such matters as recruiting, training, and supervising women are discussed. Absenteeism and the provision of sanitary facilities, also the establishment of day nurseries are given brief consideration.

24. *Margin now is womanpower. Fortune, 27: 98-103, 222, 224, February 1943.

A discussion of the constantly enlarging field of war production work for women, and some of the problems involved: Safety, clothing, shifts, training, care of children.

25. Meyer, Elizabeth. Ma's making bombers! Readers' digest, 41: 49-53, November 1942.

An account of the airplane work which women are doing in different parts of the country, and their reactions to their work.

26. More women working. Modern industry, 4: 88-89, July 15, 1942.

Percentage of women in plants making various products, with an estimate of the changes in 1943; a discussion of facilities which must be installed when women become a larger proportion of the working force.

27. National Foremen's Institute, Inc. Supervising the woman war worker. Deep River, Conn., The Institute, 1942. 34 p.

Addressed to foremen in war plants, this pamphlet lists some of the jobs women are doing in war industries and those they can do with 2-6 months' training. It discusses the hiring and induction of women workers, policies with regard to wages, safety measures, uniforms, training, and the handling of reprimands.

28. *National Industrial Conference Board. Women in factory work. New York, N. Y., The Board, 1942. 52 p. (Conference board reports. Studies in personnel policy no. 1.)

A report on types of work which women can do; recruitment, selection, orientation, supervision, pay, hours of work, fatigue, clothing, absenteeism, and provision of special facilities for women are discussed.

29. Nealey, J. B. Training women for war work. Iron age, 150: 50-51, Aug. 6, 1942.

Women are acceptable workers on machine tools and they are easily taught the requirements of their operations.

30. Office of Defense Transportation. Division of Transport Personnel. Summary report--conference on womanpower in transportation, Washington, March 18-19, 1943. Washington, The Office, 1943. 26 p. mimeo.

Report of the discussion of the use of women in transportation by representatives of the transportation industries and of government agencies. The fields of trucking, local transit, railroad, and airplane were covered. Discusses recruiting, selecting and training of women. Legislation affecting women in transportation was outlined for various States.

31. Office of War Information. Magazine Section. War jobs for women. Washington, U. S. Government printing office, November 1942. 47 p.

Assembles available information on war jobs for women in

the fall of 1942, presenting briefly information on duties, qualifications, and in some cases pay and working conditions. Military service, civil service, war production jobs, professional and clerical occupations and volunteer service are the areas treated.

32. Oppenheim, Beatrice. Anchors aweigh! today 23,000 women work in shipyards. Independent woman, 22: 70-71, 90-91, March 1943.

Women work at various tasks in shipyards, ranging from naval architects to plant policemen.

33. Parry, Albert, ed. What women can do to win the war. Chicago, Ill., Consolidated book publishers, inc. undated. 64 p. illus.

This description of various fields of work for women contains information about where to apply for war production jobs, and where training can be obtained.

34. *Pidgeon, Mary Elizabeth. Women's work and the war. Chicago, Ill., Science research associates, 1700 Prairie Avenue, 1943. 48 p.

As background, presents the need for women war workers, the national policy regarding their use, especially suitable processes, and a look to the future. Following chapters briefly discuss women in war manufacturing, transportation, agriculture, lumbering and mining, clerical work, professional service, Federal Civil Service, and in military service. A special chapter is devoted to working conditions in war manufacturing plants.

35. Railroad teaches women ticket sellers' technique. Railway age, 113: 465, Sept. 19, 1942.

A short intensive course is used to train women in the technique of ticket selling for railroads.

36. Spencer, Lyle M., and Burns, Robert K., (with the assistance of Louis W. Sedran.) Youth goes to war. Chicago, Ill., Science research associates, 1700 Prairie Ave., 1943. 223 p., illus.

The need for women in war work, jobs for girls in the Armed Forces and in clerical, professional, and manufacturing work in wartime, are briefly discussed.

37. Stitt, Louise. Women's wartime employment. Journal of American association of university women, 35: 136-140, April 1942.

War has necessitated employment of many women in industries formerly closed to them, created openings for many professionally trained women, and increased the mobility of women workers.

38. Taylor, Frank J. Meet the girls who keep 'em flying. Saturday evening post, 214: 30,31, 57-58, May 30, 1942.

An account of women airplane workers and their attitudes toward their work.

39. Tuttle, W. Gerard. Women war workers at Vultee Aircraft. Personnel journal, 21: 82-95, September 1942.

Women have worked successfully at Vultee Aircraft. Special problems such as dress, health, unfamiliarity with mechanical processes are discussed. Equal pay for equal work and upgrading programs have proved profitable policies.

40. *U. S. Civil Service Commission. Civilian war service opportunities for college and university students. Washington, U. S. Government printing office, April 1943. 80 p.

Discusses need for applicants for Civil Service positions for which college students or recent graduates are eligible and supplies information on duties, pay, education, and experience required. Additional comments usually indicate in each case the opportunities for women. Fields covered are: Junior Professional Assistant positions, accounting, administration, agriculture, economics and statistics, engineering, home economics, industrial arts, industrial management, law, library work, medicine and related fields, physical sciences, and social work.

41. U. S. Department of Commerce. Industry offers increasing opportunities for women. By Raymond Reeves. Domestic commerce, 29: 3-6, 13, March 19, 1942.

Some opposition was encountered by the first women hired in war production plants, but they are now acceptable workers in many occupations.

42. U. S. Department of Commerce. Lumberjills reap forest harvest. Domestic commerce, 31: 15, 17, July 1943.

The shortage of men for forest industries has made a place for women, who operate saws, drive service locomotives, and mark lumber for grades.

43. U. S. Department of Commerce. Bureau of the Census. Reserve labor supply among women in the United States. Washington, D. C., The Bureau, May 11, 1942. 4 p. (16th Census of the United States 1940, Population series P-9, No. 13)

Presents data from previous unpublished tabulations based

on the 1940 Census relating to the potential labor supply of women in the country and concludes that the "chief reserve of labor supply is among women 18-44 years old." Discusses military status, the employment of women with children, the employment of married women in farming areas, and the employment of negro married women.

44. U. S. Department of Labor. Women now engaged in lumbering work. Labor information bulletin, 10: 8, June 1943.

The number of women employed by lumber companies has increased greatly. They perform many of the operations about lumber mills.

45. U. S. Department of Labor. Women's work in the electrical industry. Labor information bulletin, 10: 6-7, June 1943.

A study made in New Jersey by the Women's Bureau showed a considerable increase in the number of women electrical workers; hours worked and hourly rates were studied. Some data are given about the employment of women in electrical industries in the United States as a whole.

46. U. S. Department of Labor. Bureau of Labor Statistics. Employment of women in shipyards, 1942. By Eleanor Kennedy. Monthly labor review, 56: 277-282, February 1943.

A study of women in shipyards: Recruitment, training, types of work done, efficiency as compared to men.

47. U. S. Department of Labor. Bureau of Labor Statistics. Women in Federal defense activities. Monthly labor review, 54: 640-642, March 1942.

Women are used in Federal arsenals in loading munitions, on gas masks, as testers, as power stitchers. They work as aircraft employees, as doctors, as nurses, as welfare workers and as technicians. They fill many diverse positions in various Federal agencies.

48. U. S. Department of Labor. Bureau of Labor Statistics. Women's work in wartime. By Frances Perkins. Monthly labor review, 56: 661-665, April 1943.

This is a general picture of women's work in essential civilian activities and in war production, with a short discussion of the training offered to women workers.

49. U. S. Department of Labor. Women's Bureau. The employment of and demand for women workers in the manufacture of instruments - aircraft, optical, and fire control, and surgical and dental. Washington, U. S. Government printing office, 1942. 20 p. (Bulletin no. 189-4.)

A summary list of operations on which women can be used in the field of instrument making, and a description of these operations.

50. U. S. Department of Labor. Women's Bureau. Employment of women in the manufacture of cannon and small arms in 1942. By Margaret Kay Anderson, Washington, U. S. Government printing office, 1943. 36 p. (Bulletin no. 192-3.)

Statistics of women and of men working in small arms and in cannon factories, together with information on pay, hours, training, and personnel practices of employers.

51. U. S. Department of Labor. Women's Bureau. Employment of women in the manufacture of small-arms ammunition. Washington, U. S. Government printing office, 1942. 11 p.

Describes women's present and possible employment in the manufacture of ammunition less than 1 inch in diameter.

52. U. S. Department of Labor. Women's Bureau. Guides for wartime use of women on farms. Washington, U. S. Government printing office, 1942. 11 p. (Special bulletin no. 8.)

A discussion of problems incident to recruiting city women and other inexperienced workers for use as farm laborers. Recruiting agencies, housing, transportation, wages and hours for women farm workers are considered.

53. U. S. Department of Labor. Women's Bureau. War demands on the nation's womanpower. Washington, D. C., The Bureau, 1943. 9 p. mimeo.

This speech by Miss Mary Anderson, Director of the Women's Bureau, discusses the number of women needed as war production workers, types of jobs open to them, safety clothing for women workers, and the need for provision for the care of children of working mothers.

54. U. S. Department of Labor. Women's Bureau. Women's employment in aircraft assembly plants in 1942. By Ethel Erickson. Washington, U. S. Government printing office, 1942. 23 p. (Bulletin no. 192-1.)

This is the second of two surveys of aircraft assembly plants

made by the Women's Bureau to"secure information on the employment of women, their numbers, the work they were actually doing, future plans, employment policies, hiring requirements, and practices affecting women."

55. U. S. Department of Labor. Women's Bureau. Women's employment in artillery ammunition plants, 1942. By Martha J. Ziegler. Washington, U. S. Government printing office, 1942. 19 p. (Bulletin no. 192-2.)

The second of two surveys made by the Women's Bureau, covering the occupations of women in this industry, training and personnel policy of employers, age and other requirements, and general working conditions.

56. Vocational schools train women for wartime jobs. Journal and news bulletin of the American vocational association, inc., 17: 67-71, May 1942.

An overview of the vocational school training of women for war production jobs with digests of reports from California, Kansas, Maryland, New Jersey, New York, and Pennsylvania.

57. War Department. Army without uniform. The story of the War Department's civilian training program. Washington, U. S. Government printing office (undated, pages not numbered). illus.

This description of the work of civilians working for the army contains short accounts of women and of men in airplane repair departments, in clothing manufacture and on motor equipment, in making weapons and ammunition, in the Signal Corps, and in chemical warfare service. Information is given about where and how to apply for appropriate civil service examinations.

58. War Manpower Commission. Bureau of Program Planning and Review. The labor market, November-December 1942. 53 p. processed.

On pages 28-37 a summary is given of the occupations open to women, the employers' attitude toward women as employees, and the changes occurring in opportunities for women workers.

59. Women bosses. Modern industry, 4: 38-43, September 15, 1942.

Problems of supervising women industrial employees are discussed and the following practices are suggested: The use of women in the personnel department to interview applicants, the assignment of a few older women to any large group of young girls in a plant, preparation of male supervisors and workers for introduction of women, diluting the supervisory force through use of women subforemen and gang bosses, employment of women counselors to operate between the male production supervisors and women workers.

60. Women, now! Business week, 72, 76, 78, 80, Jan. 9, 1943.

A discussion of the best way to recruit women needed as war production workers, including a brief description of some of the jobs women do in various firms.

61. Women supervisors - pro and con. Independent woman, 21: 306, 318-319, October 1942.

A symposium on the steps women should take to fit themselves for supervisory responsibilities; some discussion of the need for an increasing number of women supervisors.

62. Woodford, Lois W. Opportunities for women in chemistry. Journal of chemical education, 19: 536-538, November 1942.

War work furnishes abundant opportunities to women in the field of chemistry, but their continuance in the field and their success will depend on their personal adjustment to the demands of their employer, and their sound preparation and subsequent study.

APPENDIX: Nursing and Military and Naval Services

63. Banfield, Gertrude S. American nurses--we are at war. American Journal of Nursing, 42: 354-358, April 1942.

Describes nursing work in the armed forces, qualifications and methods of application.

64. Black, Ruby. We're in the army now. Independent woman, 21: 198-200, 214, July 1942.

The requirements for admission and the duties of the following services are briefly outlined. Women's Army Auxiliary Corps; the Army and the Navy Nurse Corps. Positions in the Air Corps, Quartermaster's Corps and Chemical Warfare Division are discussed. A brief resume of the duties of stenographic and clerical workers for the armed forces is given.

65. Burstein, Herbert. Women in war. New York, N. Y., Service publishing co., 637 Madison Avenue, 1943. 166 p. illus.

Describes the duties, qualifications, pay, promotional opportunities, and working conditions of the WAAC's and the WAVES, including copies of application blanks. The SPARS, the Army and Navy Nurse Corps, the WAFS, and Civil Service positions in the Army and Navy are described more briefly.

Volunteer services in Red Cross, U.S.O., women's organizations, and civilian defense are described in detail. Miscellaneous information is given on women in war industry and much attention is devoted to descriptions of war training programs.

66. Clark, Blake. Ladies of the army. Readers' digest, 42: 85-88, May 1943.

The training and work of the WAACS are described.

67. Elwood, Everett S. Occupational therapy in time of war. Crippled child, 19: 144; 161-163, April 1942.

Describes three special training programs to meet increased need for occupational therapy: refresher courses, training of volunteer assistants, and accelerated programs covering the regular curricula. Lists four new schools which have been established recently bringing the total number of approved schools to 10. States "the demand for well-trained therapists will continue to exceed the supply for years to come."

68. Evans, Ernestine. The sky is no limit. Independent woman, 21: 326-328, 346, November 1942.

A discussion of the training and work of the Women's Auxiliary Ferry Squadron, and of such services as flying instructor, aircraft communicator, traffic controller, junior meteorologist worker in an airplane factory, aircraft engineer. A list of offices is given where further information is available.

69. Federal Security Agency. U. S. Office of Education. Professional nurses are needed. Washington, U. S. Government printing office, 1942. 28 p. (Vocational division leaflet No. 10.)

Addressed primarily to school administrators and counselors, this pamphlet discusses the need for professional nurses and suggests in detail procedures for secondary schools to follow in supplying the needed number of qualified graduates who will enter nurse training programs. An occupational brief, suggested forms, a list of tests for aid in selection, and a list of addresses of State boards of nurse examiners and of State nursing councils for war service are included.

70. Flikke, Julia O. Nurses in action. Philadelphia, Pa., J. B. Lippincott Co., 1943. 239 p., illus.

Colonel Flikke, after 25 years of service in the Army Nurse Corps, describes the present need for Army nurses, history of the Army nurses in peacetime and in the war at various nursing and battle stations. She also describes the opportunities for nurses in other branches of Government service, with the Navy, the Indian Service, and the Veterans' Administration.

71. Hawes, Elizabeth. There's a career in nursing. Woman's home companion, 70: 66-67, January 1943.

This article discusses the profession of nursing: Education and training, salary, and opportunities.

72. Korson, George. Women behind the test tubes. Hygeia, 20: 916-918, December 1942

A short description of the work done by women dietitians in army hospitals, by physical therapy aides and by dental hygienists, including a statement of education required, and salaries.

73. Nelson, Josephine. Calling all nurses. Independent woman, 22: 138-140, 159, May 1943.

This article emphasizes the need for nurses for both civilian service and the armed services, discusses the "student war nursing service" and the post-war opportunities for nurses.

74. Nursing Information Bureau of the American Nurses' Association. Professional nursing and auxiliary services. New York, N. Y., The Bureau, 1790 Broadway, 1942. 21 p.

Prepared for college students, this pamphlet discusses the opportunities in professional nursing, the requirements, types of schools, and information on the tuition fees and scholarships. Information on related volunteer work is also given. A brief bibliography, a list of sources of further information, and a list of schools of nursing offering programs leading to diplomas and degrees are included.

75. Our girls in uniform. Ladies home journal, 50: 63-69, 72-73, January 1943.

Accounts of the training and work of WAVES, WAACS, and navy nurses.

76. Seder, Florence M. More light on wartime nursing. Occupations, 21: 643-645, May 1943.

The secretary of the Committee on Recruitment of Student Nurses of the National Nursing Council for War Service brings up to date the information on nurses originally presented in February 1942 in an article by Katharine Faville. Presents statistics showing current and future need, discusses available subsidies and proposed plan for a student nurse reserve, makes suggestions regarding possible obstacles that a girl may encounter in becoming a nurse, discusses future outlook and refers counselors to sources of further information.

77. Shea, Nancy. The WAACS. New York, N. Y., Harper & Bros., 1943. 243 p. illus.

Describes the need for members of the WAACS, how they are organized, the type of work they do, their pay and training.

78. Spencer, R. R. Opportunities for women in war medicine. War medicine, 2: 574-579, July 1942.

Opportunities open to women physicians and to women trained to do medical research are increasing rapidly; the needs of the armed forces have decreased the number of men physicians and research workers. The post-war period should considerably enlarge opportunities for women in all fields of medicine.

79. Sutherland, Dorothy. Do you want to be a nurse? New York, N. Y., Doubleday, Doran & Co., 1942. 186 p.

A comprehensive summary of the work, qualifications, training, and working conditions of a professional nurse. The variety of fields and tasks are shown in brief sketches describing the duties of individual nurses.

80. U. S. Civil Service Commission. Opportunities and work of nurses in the Federal service. Washington, D. C., The Commission, January 1942. 32 p., mimeo.

Describes where and with what agencies Federal nurses are employed. Emphasizes the present need for nurses and methods of making application; student nurse training programs at St. Elizabeth's and at Freedman's Hospital are also discussed. Copies of announcements of current Civil Service examinations open in the nursing field and copies of application forms as well as a summary outline of the principal requirements for nurse examinations, are given in the appendix.

INDEX

(Numbers refer to the consecutively numbered references)

Absenteeism, 17, 53
Acetylene burner, 32, 46
Agriculture, 17, 31, 33, 34, 52, 53
Airplane worker - manufacturing, 3, 6, 12, 16, 19, 20, 33, 34, 37, 38, 39, 47, 53, 54, 68
  maintenance worker, 19, 22, 57
  repair worker, 57
  painter, 39
  riveter, 24, 38, 41, 58
Ammunition worker, 31, 51, 53, 57
  artillery, 55
Assembler, 18, 25, 50, 58
  radio, 56

Bench worker, 18, 50
Burner - shipyard
  See: acetylene burner
Bus driver
  See: driver, bus

Cannon manufacturing worker, 50, 53
Chemical warfare worker, 57
Chemist, 20, 34, 40, 62
Clerical worker
  government, 4, 22, 64
  war production industries, 2, 4, 20, 34, 36, 53, 57
Clothing worker, 57
College women
  employment, 5, 20, 40
Communications worker, 20, 31
Crane operator, 32, 42, 44

Dental hygienist, 20, 72
Dietitians
  army hospitals, 72
Draftsman, 3, 20, 40, 58
Driver
  bus, 30
  truck, 34

Electrical industry worker, 34, 45, 53
Electrical wiring, 25, 38, 39
Engineer, 21, 34
  aeronautical, 40, 68
  chemical, 7, 20
  civil, 7, 40
  electrical, 20, 40, 58
  junior, 10, 11
  mechanical, 7
  marine, 40
  military, 7
Engineering aide, 5
Escort duty worker, 18
Expediter, 46

Fabric worker
  airplane, 19, 39, 41
Forewoman, 32, 59
Forge shop worker, 28

Government worker, 4, 10, 14, 21, 31, 33, 34, 36, 40, 47, 57, 64, 70, 80
Grinder, 18, 50
Guidance, 13

Inspector, 18, 38, 40, 50
  electrical, 25
Instrument installation worker, 19
Instrument maker, 31, 34, 37, 49

Lumber industry worker
  machine tender, 44
  mill worker, 34, 42, 44

Machine tool operator, 3, 12, 28, 29, 31, 32, 38, 46, 50, 56, 58
Medical research worker, 78
Meteorologist, 20, 40, 68
Mine worker, 34
Munitions worker, 34, 47

Nurse, 20, 21, 31, 34, 37, 40, 47, 53, 69, 70, 71, 73, 74, 76, 79, 80
  nurses' aide, 33
  army, 36, 63, 64, 65, 70
  navy, 36, 64, 65, 70, 75

Occupations
suitable for women, 8
Office worker, 33
Ordnance worker, 37

Packer
spare parts, 18
Personnel worker, 32, 34, 37, 40, 59
Pharmacist, 20, 31
Physical therapist
See: therapist, physical
Physician, 20, 31, 34, 40, 47, 78
Physicist, 20, 37, 40
Power sewing operator, 47, 53

Radio worker, 19, 20, 40
Railroad worker, 20, 30, 31, 34, 35
Recruiting
women for war work, 9, 13, 60
Rubber products worker, 24, 34

Safety, 17
Scientists
See: chemists, physicists
Selection
of employees, 1, 2, 27
Sheet-metal worker
airplane, 19, 41, 56
ship, 32
Shipbuilder, 12, 31, 32, 34, 46, 53
Shipfitter, 32, 46
helper, 46
Signal Corps worker, 57
Small arms manufacturing worker, 41, 50
SPARS, 17, 36, 65
Special problems
women, 1, 9, 17, 18, 23, 24, 26, 28
Statistics
women war production workers, 15, 17, 26, 43, 58, 60
Stenographer, 4
Street car worker, 30
Supervision
of women, 27, 59, 61

Technician, 20, 47
Telegraph operator, 34
Tests
employment, aptitude, 2, 69
Therapist
occupational, physical, 20, 40, 67, 72
Training
clerical workers, 2
ESMWT, 10, 11, 31
war production worker, 1, 3, 12, 13, 65
Transportation worker, 20, 30, 34, 53
Typist, 4

WAAC, 17, 31, 36, 64, 65, 66, 75, 77
WAFS, 17, 31, 68
War production worker, 5, 8, 9, 13, 15, 17, 18, 23, 25, 26, 27, 36, 37, 41, 48, 56, 60, 65
WAVE, 17, 31, 36, 65, 75
Welder, 24, 25, 28, 38, 56
ship, 32, 46
Woodworking machine operator, 50

Woman's Day -- Sept. '43.

Picture of woman bus driver on cover. "It is estimated that by the fall of 1943 the transportation industries of the country will need 175,000 more workers."

Article: "Women Would Be Marvelous If" by Clara Belle Thompson and Margaret Lukes Wise.

Sold at A& P Stores -- 2¢ or send 10¢ for backnumbers to: Stores Publishing Co., 19 W. 44th St. NYC.

Journal of Home Economics -- September 1943.

"Jobs After the War" -- p.402. -- by C. Scott Fletcher.

"The National Manpower Program" by Dale Yoder (section dealing with top jobs for women.)

Harvard Business Review, (Summer No. 1943)

"Management-Labor Cooperation" by E.C. Robbins . p.415., Prof. of Industrial Management, Harvard Business School.

"The Public Looks at Labor Unions" by Elmo Roper. p.425.

"Unionization of Foremen" by Herbert R. Northrup, ~~Xsxtx.Rrmfx.mfxIndustrialx Xexexrmby.Harvard.Business.xSchoolx~~

~~"ThexPublix.Looksx.atxLaborxUnions"xbyx.Elm.~~

"The Older Worker in Industry" by Ross A.McFarland.
"NYC in the Postwar Period."

Factory Management & Maintenance -- Sept. '43.

Cover is pix in color of 3 girls at work inside of a Douglas bomber.

"How to Get Production Back on Schedule" by Chas. E. Wilson, Vice-Chairman, War Production Bd.

(1) Incentive plans wherever feasible.
2) War Production Drive.

"Incentive systems have always gotten good results provided they were properly considered and fairly administered. Today if they are so conceived and so administered they have a better chance of succeeding than ever before. Some of the technical obstacles may seem to be increased, but the psychological obstacles are at a minimum.....There is everything to be gained from (1) Constantly hammering on the great and immediate connection between production in the plant and action on the fighting front and (2) Making known every bit of specific information possible about production quotas and goals .

Factory Management & Maintenance, September 1943.

"Why and What of Lincoln Electric's Incentive Plan." Whiting Williams, Consulting Ed., Factory, p. 94.

"Do's and Dont's for Women." (pix of girl with cap covering hair welding.) Advice from Lockheed Aircraft to Women Employees:

Health -- Ration your food but not your health.; Sleep; Recreation; Safety (caps, gloves, short nails, etc.); Work Shoes; Jewelry; Lifting; Eyes; Pregnancy.

U. S. Department of Labor
Women's Bureau
Washington

SELECTED REFERENCES ON WOMEN IN WAR PRODUCTION

Books

von Miklos, Josephine. I Took a War Job. Simon & Schuster, 1943

Baker, Laura Nelson. Wanted: Women in War Industry. Dutton & Co. 1943.

Giles, Nell. Punch In - Susie. Harper & Bros. 1943.

Pamphlets

American Academy of Political and Social Science. The American Family in World War II. Annals, Sept. 1943. Several articles discuss women in war jobs, Philadelphia.

Baker, Helen. Women in War Industries. Princeton University, Industrial Relations Section, Dept. of Economic and Social Institutions, 1942. 82 pp.

Baker, Helen and Friedman, Rita B. The Use of Part-Time Workers in the War Effort. Princeton University, Dept. of Industrial Relations, June 1943, 48 pp.

Glover, Katherine. Women at Work in Wartime. New York. Public Affairs Committees, Inc., 1943. (Public Affairs Pamphlet No. 77.)

McKelvey, Thelma. Women in War Production. New York, Oxford University Press, 1942. 32 pp.

Office of War Information. War Jobs for Women. November 1942. 45pp.

Pidgeon, Mary Elizabeth. Women's Work and the War. Science Research Associates, 1700 Prairie Ave., Chicago, Ill. 1943. (American Job Series Occupational Monograph, No. 36.)

U. S. Civil Service Commission. The First Year: A Study of Women's Participation in Federal Defense Activities. By Lucille Foster McMillin, 1941. 39pp.

_____. The Second Year ... 1943.

U.S.Department of Labor, Bureau of Labor Statistics. Woman Employment in Manufacturing Industries, 1943. (Mimeographed)

U. S. Social Security Board. Bureau of Employment Security. The Employment of Women in War Production. May 1942. 36pp.

War Manpower Commission. Division of Occupational Analyses and Manning Tables. The Employment of Women: Facing Facts in the Utilization of Manpower, June 1943. 12pp. Processed.

_____. Women in the Wartime Labor Market. Aug. 1943, Processed.

Vocational Division
Bulletin No. 227

Occupational Information
and Guidance Series No. 11

WARTIME WORK for GIRLS AND WOMEN

Selected References, June 1940 to July 1943

Federal Security Agency, U. S. OFFICE OF EDUCATION

CONTENTS

	Page
Foreword	II
Occupational Information	1
Occupational Biographies and Fiction	36
Training Opportunities	40
Policies and Practices in the Guidance and Employment of Women	45
Women's Status with Respect to Work and Education	49
Surveys	50
Bibliographies and other Source Materials	55
Author Index	56
Occupational Information Index	60
Subject Index	66

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WARTIME WORK for GIRLS AND WOMEN

Selected References, June 1940 to July 1943

By LOUISE MOORE
Agent, Trade and Industrial Education, Girls and Women
and MARGUERITE W. ZAPOLEON
Specialist in Occupations for Girls and Women

Federal Security Agency - - Paul V. McNutt, *Administrator*
U. S. OFFICE OF EDUCATION, John W. Studebaker, *Commissioner*

FOREWORD

THE ANNOTATED references in this bibliography cover books and pamphlets, bulletins, and periodical articles on occupations and on vocational guidance and training for girls and women from July 1940 through June 1943. Previous bibliographies in this series included references up to 1934 and from January 1935 through June 1940, respectively.

During the period covered by this bibliography emphasis has been placed on occupations necessary to the success of the war effort and on essential civilian service activities. Relatively slight attention has been given to some occupations previously considered essentially "women's work."

References to all publications have been grouped together alphabetically, under the following heads: Occupational information; occupational biographies and fiction; training opportunities; policies and practices in the guidance and employment of women; women's status with respect to work and education; surveys; bibliographies and other source material.

Particular attention is directed to the occupational information index and to the subject index which make possible the selection of any aspect of wartime work and training for girls and women covered in the references.

While the compilers endeavored to examine every publication within their facilities for research, the bibliography is not all-inclusive. Items of a purely local character, those only remotely connected with the war effort, and those not readily accessible in well-equipped libraries were excluded.

The bibliography does not include publications on techniques for training workers, or for improving their skills, nor does it include descriptions of curricula or references to general vocational principles and practices.

It was prepared by Mrs. Marguerite Zapoleon and Louise Moore under the direction of their respective chiefs, Harry A. Jager, Chief of the Occupational Information and Guidance Service, and Layton S. Hawkins, Director, Vocational Training for War Production Workers.

J. C. WRIGHT
Assistant U. S. Commissioner
for Vocational Education

WARTIME WORK FOR GIRLS AND WOMEN

Selected References, June 1940 to July 1943

OCCUPATIONAL INFORMATION

THIS SECTION of the bibliography includes occupational descriptions written for girls and women; descriptions of occupations and reports of surveys of occupations or industries in which women predominate or in which their services are extensively used; and other references which supply occupational information to girls and women considering vocational plans or to persons seeking facts about women's part in the war effort.

1. **Aides relieve nurse shortage.** Life, 12: 33–34, Jan. 5, 1942.

Need for professional nurses and for nurse aides presented with visual aids.

2. **Alabama College.** The 1941 student career conference. Montevallo, Ala. The College, October 1941. 76 p., illus. (Bulletin vol. 34, no. 2.)

The proceedings of the 1941 career conference for girl high-school graduates and students of high standing. A general overview of occupational opportunities and suggestions for deciding upon a vocation and for vocational success are followed by information on specific fields as described by women employed in them.

3. **Alsop, Gulielma Fell** *and* **McBride, Mary Frances.** She's off to work. A guide to successful earning and living. New York, N. Y., Vanguard Press, 1941. 276 p.

Advice to girls on obtaining a job and on leading a full life is given directly and indirectly by describing the experiences of two girls who go to New York to work.

4. **American Association of Medical Social Workers.** Medical social work as a career. Chicago, Ill., The Association, 205 W. Wacker Drive, 1942. 8 p.

Addressed to college students, this leaflet describes the social problems which often accompany illness and the responsibilities of medical social workers in meeting them. Qualifications, areas of service, salaries, undergraduate and graduate preparation are discussed, and training centers are listed.

5. ——— Medical social workers are needed. Chicago, Ill., The Association, 205 W. Wacker Drive, 1942. 7 p.

Addressed to students already in training for social work, this pamphlet describes the acute shortage of medical social workers, types of employment, duties, and preparation. Lists accredited schools where training may be secured.

6. **American Association of Schools of Social Work.** Education for the public social services. Chapel Hill, N. C., University of North Carolina Press, 1942. 324 p.

Report of a study committee of the American Association of Schools of Social Work which reports existing practices and makes recommendations for improving education for the social service work in public agencies. Chapter VII on personnel policies discusses existing methods of employment, in-service training, promotion, and remuneration.

7. **American Association of Schools of Social Work.** Social work as a profession. Pittsburgh, Pa., The Association, 1942. 35 p.

"Intended to help the college student explore the possibilities, requirements, and undergraduate education recommended for social work," this pamphlet describes the nature, scope, and future prospects of social work; qualifications, salary, and other rewards; employment opportunities in social case work, social group work, community organization, social research, and social administration; preprofessional education; and professional education for social work. A list of member schools of the Association, a list of professional organizations in the field of social work and a bibliography complete the pamphlet.

8. ——— The social worker. Pittsburgh, Pa., The Association, 1942. 11 p.

Addressed "to high-school students" this pamphlet describes what the social worker does, what qualifications and training are necessary, where one gets a social work job, and the salaries social workers receive. It states that "a well-balanced rather than a highly specialized program is usually considered the best preparation in the preprofessional program.

9. **American Council on Education.** Higher education and national defense bulletin. Washington, D. C., The Council. Issued periodically.

Contains reports of training and employment opportunies for college women prepared by the Committee on College Women Students and the War, formerly the Committee on Women in College and Defense. Policies with regard to education and employment are also discussed from time to time.

10. ——— War service opportunities for college and university students. Washington, D. C., The Council. Issued periodically.

This circular contains current information of interest to college women such as latest Civil Service examinations for which they may qualify and information on the demand for college women in private industry, in the Red Cross, and in particular occupations. Material is presented in loose-leaf form for use as a counselor's manual.

11. **American Dental Association, Council on Dental Education.** Dentistry as a professional career. Chicago, Ill., The Association, 1941. 72 p.

In part V the occupations of the dental hygienist and dental assistant are discussed as offering wide opportunity for women. Information is given on number and need for workers, duties, qualifications, organizations, training, licensing, legislation, and income.

12. **American Dental Hygienists' Association.** Facts about dental hygiene—a career for women. Arlington, Va., The Association, % Rebekah A. Fisk, 1704 North Troy Street, 1943. 8 p.

Defines the dental hygienist and describes her duties, places of employment, and the statutory requirements for a license to practice dental hygiene in 32 States, Hawaii, and the District of Columbia. Seventeen recognized training schools are listed with the date of their organization, length of course, and fees. Requirements for entrance to training courses, and personal requirements for success in dental hygiene are discussed. The field is described as a new one, not well-established but growing.

13. **American Dietetic Association.** Dietetics as a profession. Chicago, Ill., The Association, 1942. 23 p. and appendix.

A short history of dietetics as a profession followed by a discussion of the various fields of work, training required, methods of obtaining a position, conditions of work, and personal qualifications desirable. A short bibliography is included.

14. **American Home Economics Association.** Preparation for the business field of home economics. Washington, D. C., The Association, 1942. 24 p.

For the school girl studying home economics, home economics jobs in advertising and sales promotion, writing, research, restaurant and hotel work, proprietorship, and administration are described. Duties, qualifications, preparation, income, and suggestions for getting and keeping the job are covered.

15. **American Library Association.** Chicago, Ill., The Association, 1942.
The A. L. A.—What it is and does. 2 p.
Personnel division procedure. 1 p. (free placement service for libraries).

Preparation for library service. 1 p. (bibliography).

Training for library work. 3 p.

To those inquiring about (Army) camp library positions. 2 p.

Current information on the Association's activities, its placement service, library training, and library positions in Army camps.

16. **American Occupational Therapy Association.** What is occupational therapy? New York, N. Y., The Association, 175 Fifth Ave., 1942. 8 p.

Describes occupational therapy and its uses; lists schools approved by the American Medical Association and the requirements for registration of occupational therapists; outlines the work of the American Occupational Therapy Association; and lists State and regional groups.

17. **American Registry of X-Ray Technicians.** Training of X-ray technicians; rules and regulations governing registration of X-ray technicians, 1941–42. Oak Terrace, Minn., Glen Lake Sanatorium, 1941. 15 p.

Describes the work, qualifications, and training curricula of X-ray technicians and the requirements for registration. A list of approved training courses and a free placement service for registered X-ray technicians are maintained by the Registry.

18. **Amidon, Beulah.** Arms and the women. Survey, 31: 244–248, 271, May 1942.

Describes the increasing use of women in war industries, the available supply of women workers, their training, wages, and hours. Provision for the care of children whose mothers are employed in war work is also discussed.

19. ——— Better nursing for America. New York, N. Y., Public Affairs Information Committee, 20 Rockefeller Plaza, 1941. 32 p., illus.

Presents in popular style the need for nurses in meeting defense demands, the type of work being done by nurses, the cost of nursing service, earnings of nurses, and the procedure for becoming a nurse. Bibliography.

20. ——— Woman's place in the defense program. Educational record, 22: 403–413, July 1941.

A review of the use and training of women as defense workers, as workers in essential civilian fields, and as volunteer workers.

21. **Anderson, Mary.** Women in war industries. Personnel 18: 195–207, January 1942.

This article describes the findings of the Women's Bureau with regard to the use of women in aircraft production, instrument manufacture, and other war industries. It discusses recruitment, training and standards for wages, hours, and working conditions.

22. ——— Women in war industry. American federationist, 49: 18–19, 32, March 1942.

Reports that "the Women's Bureau estimates that nearly 6,000,000 women can be recruited for work in war industries at once, if necessary." Discusses the present and potential use of women in aircraft, ordnance, and instrument manufacturing. Describes employer satisfaction with women workers and discusses labor standards and other problems.

23. **Andrews, Benjamin R.** The household employee. Journal of home economics, 34: 158–160, March 1942.

Describes problems of domestic employment, lists available literature, and suggests remedies for existing difficulties.

24. **Arthur, Julietta K.** Now you can learn to fly. Independent woman, 19: 320–321, 336, October 1940.

Work of the "Woman Flyers of America", an organization which helps women to learn to fly at reasonable cost.

25. Aviation jobs for women. Vocational trends, 6: 18–19, February 1943.

A short discussion of work for women in aviation.

26. **Babcock, Fern.** Strategic vocations for enduring freedom. Vocational selections for college women in wartime. New York, N. Y., National Student Council, Y. W. C. A., January 1943, 32 p.

Addressed to college girls, this pamphlet discusses the obligations of college women in wartime and the types of vocations in which they can serve. Suggestions for vocational selection for Y. W. C. A. vocations and committee chairmen are included. Bibliography.

27. **Bailey, Margaret.** Dental hygiene as a career for women. Occupations, 21: 638–642, May 1943.

The chairman of the Student Enrollment Committee of the American Dental Hygienists Association describes the work and fields of practice of dental hygienists, qualifications, training, employment possibilities, income, hours, demand, and future outlook. Statistics on supply and demand show the urgent need for dental hygienists. State licensing requirements by State are given and schools of dental hygiene are listed.

28. **Baker, Laura Nelson.** Wanted: women in war industry. New York, N. Y., E. P. Dutton & Co., Inc., 1943. 215 p., illus.

Presents the need for women workers in war industries, describes types of work done, working conditions, how jobs and training are obtained. Machine operating, benchwork, riveting, welding, inspecting, hand sewing, and jobs in aircraft manufacturing are described in detail. Labor laws for women are given in the appendix.

29. **Banfield, Gertrude S.** American nurses—we are at war. American journal of nursing, 42: 354–358, April 1942.

Describes nursing work in the armed forces, qualifications, and methods of application.

30. **Banning, *Mrs.* Margaret Culkin.** Women for defense. New York, N. Y., Duell, Sloan, & Pearce, 1942. 243 p.

Describes for the lay reader what women did in the last war; traces several trends in their education and work opportunities following the war and their responsibilities as citizens; discusses the activities of women in the present war in this country and abroad; and points out the obligations of women in the post-war period.

31. **Barnard, Eunice Fuller.** Definitely woman's work. Independent woman, 21: 106–108, April 1942.

Discusses increased need for nursery school teachers; gives facts about training, qualifications, duties, and salaries.

32. **Barrett, Theodore.** Your job and American victory. New York, N. Y., George W. Stewart, Publisher, inc., 1942. 294 p.

Chapter 9 on women in national defense briefly discusses their part in manufacturing and miscellaneous occupations, in the home, and in volunteer defense work.

33. **Bartlett, Kenneth G., *and* Miller, Douglass W.** Occupations in radio. Chicago, Ill., Science Research Associates, 1940. 48 p.

Chapter 7 briefly describes women in radio, discussing most and least promising jobs for them.

34. **Belknap, Fredericka.** New opportunities open for college women. School and college placement, 2: 41–44, May 1942.

Need for women trained in chemistry, physics, mathematics, engineering, and drawing is stressed. New openings in office supervisory work, accounting, statistics, and insurance work as well as increased demand for secretaries, especially for the scientific secretary, are discussed by the director of the personnel bureau of the New Jersey College for Women.

35. **Bellman Vocational and Professional Monographs.** Boston, Mass., Bellman Publishing Co.

Accounting. By Jeremia Lockwood *and* Calvin H. Rankin. 1940. 39 p.
Advertising. By Herbert H. Smith. 1941. 20 p.
Adult education. By Wilbur C. Hollenbeck. 1941. 24 p.
Business administration. By Gilbert A. Cam. 1940. 27 p.
Chiropody (Podiatry). By Joseph Lelyveld. 1941. 23 p.
Cookery. By Alice Bradley. 1940. 18 p.

Costume design. By Marion Neelsen. 1941. 20 p.
Direct mail advertising. By Henry Reed Hoke. 1940. 27 p.
Fine and applied arts. By Royal Bailey Farnum. 1941. 24 p.
Government service. By George C. Doyle. 1941. 14 p.
Hotel business. By Richard T. Huntington. 1940. 28 p.
Interior decoration. By Skerrill Whiton. 1941. 15 p.
Journalism. By Carroll A. Lake. 1940. 60 p.
Library work. By Ruth Shaw Leonard. 1940. 28 p.
Medicine. By Dwight O'Hara. 1940. 26 p.
Modeling. By Harry Conover. 1941. 12 p.
Music. By Everett B. Helm. 1940. 43 p.
Nursing. By Cecilia L. Schulz. 1941. 19 p.
Occupational therapy. By Marjorie B. Greene, Dorothea Cook Lythgoe, *and* Marjorie Fish. 1941. 28 p.
Office machines. By Peter L. Agnew. 1941. 16 p.
Program side of radio. By George Jennings. 1941. 15 p.
Osteopathy. By Thomas Rankin Thorburn. 1941. 24 p.
Railroad industry. By Bernard E. Young. 1941. 20 p.
Religion. By James A. Nichols, jr. 1941. 36 p.
Restaurant business. By Walter O. Voegele. 1941. 32 p.
Retailing (for women and men). By Elsie K. Chamberlain *and* Muriel M. Cox. 1941. 32 p.
Social work. By R. Clyde White. 1941. 28 p.
Teaching. By William H. Burton. 1940. 40 p.
Telegraph industry. By George P. Oslin. 1941. 19 p.

Each of these occupational monographs opens with a statement of the author's qualifications as an authority in the field he describes and each ends with a bibliography. The contents differ but usually cover: History, development, and trends in the field of work discussed; the duties and qualifications of those engaged in the principal occupations in the field; a description of earnings, advancement, and advantages and disadvantages. Lists of training centers and of organizations and periodicals are given in some cases. Opportunities for women are discussed separately in those dealing with occupations in which men predominate.

✓36. **Birdwell, Russell.** Women in battle dress. New York, N. Y., The Fine Editions Press, 1942. 198 p., illus.

Describes women's war service in Great Britain in military organizations and in civil defense, civilian organizations, agricultural, and industrial work. The three final chapters briefly describe the WAACS, the WAVES, the American Women's Voluntary Service, and the WAFS.

✓ 37. **Black, Ruby.** We're in the army now. Independent woman, 21: 198–200, 214, July 1942.

The requirements for admission and the duties of the following services are briefly outlined: Women's Army Auxiliary Corps and the Army and the Navy Nurse Corps. Positions in the Air Corps, Quartermaster Corps and Chemical Warfare Service are discussed. A brief résumé of the duties of stenographic and clerical workers for the armed forces is given.

38. **Bloodworth, Bess.** So you want to be a personnel director. Independent woman, 20: 48–50, February 1941.

This article defines the work of a personnel director, discusses various fields—educational, public service, social services—where personnel techniques are used, and tells of the education and training which are desirable.

39. **B'Nai B'Rith Vocational Service Bureau.** Victory through womanpower. How you can find a place in war work. Washington, D. C., The Bureau, 1943. Folder, illus.

Pictorial presentation of the variety of possibilities for women who want to engage in war work and a list of sources of information about war jobs.

40. **Brisco, Norris A., Griffith, Grace *and* Robinson, O. Preston.** Store salesmanship. New York, N. Y., Prentice-Hall, 1941. 471 p., illus. (Rev. ed.)

The first chapter deals with opportunities and qualifications for the occupations of salesperson, head of stock, assistant buyer, buyer, and merchandise manager. Chapter 2 discusses personality traits needed for success in store salesmanship. Chapter 12 describes the salesperson's nonselling duties, and chapter 16 describes work payment plans.

41. **Bromley, Dorothy Dunbar.** Do you want to be a nurse? Good housekeeping, 114: 42–43, March 1942.

Discusses need for nurses, qualifications, rewards, and working conditions in military services. The number of nursing schools, the type of schedule a student nurse is likely to have, the cost of training, and considerations in choosing a nursing school are also covered.

42. **Brunn, Walter.** Gals make good as Tide Water gas service station attendants. Sales management, 51: 20–22, Oct. 10, 1942.

Women make good gas station attendants; some points of selection and training are stressed; wages, commissions, hours of work, and uniforms are discussed.

43. **Buchanan, Aimee.** The lady means business. New York, N. Y., Simon & Schuster, 1942. 318 p.

"For women office workers who want to gain executive standing," this book outlines 19 basic office jobs for women, discusses 15 fields of business which offer the most opportunities for women, and offers advice (described as Machiavellian) to beginners and women already in business as to how they can overcome discrimination and get along with various types of men executives and obtain executive positions. Census and other pertinent data are given in the appendix.

44. **Buell, Ellen L.** Public health nursing—a contribution to the community health program. Pi lambda theta journal, 20: 61–63, December 1941.

This article gives information about the field of public health and the activities of public health nurses.

45. **Burns, Robert K.** Opportunities for working women today. Journal of national association of deans of women, 4: 109–112, March 1941.

A brief summary of new occupational opportunities open to women because of defense needs.

46. **Burstein, Herbert, *ed.*** Handbook of careers. New York, N. Y., Thesis Publishing Co., 1941. 120 p.

Includes chapters on secretarial work, costume design and fashion illustration, modeling, and dietetics. In each case the work is defined and opportunities, training, qualifications, and income are discussed.

47. ——— Women in war. New York, N. Y., Service Publishing Co., 1943. 166 p., illus.

Describes the duties, qualifications, pay, promotional opportunities, and working conditions of the WACS and the WAVES, including copies of application blanks. The SPARS, the Army and Navy Nurse Corps, the WAFS, and Civil Service positions in the Army and Navy are described more briefly.

Volunteer services in Red Cross, U. S. O., women's organizations, and civilian defense are described in detail. Miscellaneous information is given on women in war industry and much attention is devoted to descriptions of war training programs.

48. **Byers, Margaretta.** Help wanted—female. New York, N. Y., Julian Messner, Inc., 1941. 386 p., illus.

Writing informally in the first person, the author describes fashion occupations, especially the following: Comparison shopper, salesperson, buyer, stylist, designer, clothes counselor, fashion artist, copywriter, fashion reporter, and model. Discussions of self-analysis, training, vocational tests, and job hunting supplement the occupational information.

49. **Campfire Girls, Inc., Girl Reserve Staff National Board Y. W. C. A., *and* Girl Scouts.** Farm aides. New York, Woman's Press, 1943. 46 p., illus.

This guide for use in training supervisors of groups of high-school girls who engage in emergency farm work discusses the need for farm aides, the kind of work they can do and what training they need, organization and standards, and resources available.

50. **Carey, John L.** Women accountants. The woman C. P. A., 5: 67–68, October 1942.

The secretary of the American Institute of Accountants and editor of the *Journal of Accountancy* discusses the increasing emphasis on good accounting practices and the increasing opportunities for women accountants, giving as an example of the latter the Bureau of Internal Revenue's plan to train a limited number of women C. P. A.'s as revenue agents. Suggests stimulating the interest of women college students in accounting courses.

51. **Carlisle, Norman V.** Calling all girls. Scholastic, 42: 31, Feb. 22, 1943.

A brief account of war production jobs where women are needed, and of the best method of finding such jobs and obtaining necessary training.

52. ——— Your career in chemistry. New York, N. Y., E. P. Dutton & Co., Inc., 1943. 251 p., illus.

Chapters 15 and 16 discuss the opportunities and handicaps of women who seek a career in chemistry. Laboratory work, technical secretarial work, technical library and bibliographical work, and patent work are particularly discussed.

53. ——— *and* **McFerran, Doris.** Civil service careers for girls. New York, N. Y., E. P. Dutton & Co., Inc., 1941. 202 p., illus.

Information on Federal, State, and city civil service work presented briefly in dialog. The fields of clerical service, law, health service, home economics, social work, writing and editing, economics and statistics, library work, science, teaching, and miscellaneous jobs are covered. Duties, qualifications, training, and salaries are discussed in each case.

54. **Carter, Helen M.** Home economics and the college student: An introductory college course. New York, N. Y., Farrar & Rinehart, Inc., 1940. 372 p.

In Part III the following occupations open to home economics women are discussed: Teaching, extension work, dietetics, institutional administration and management, commercial work, book work, insurance, journalism, research, costume design, interior decoration, and social work. Duties, qualifications, and approximate salaries are given. A special chapter on homemaking as a career discusses training needed for homemaking, marriage, and a career; another chapter discusses briefly women's progress in industry and the professions.

55. **Christie, Margaret.** White collar women behind defense. Independent woman, 20: 324–326, 349, November 1941.

An account of the office work which must be done in connection with war production industries.

56. **Clark, Blake.** Ladies of the army. Reader's digest, 42: 85–88, May 1943.

The training and work of the WACS are described.

57. College women and war industry. Journal of the American asssociation of university women, 36: 131–170, spring 1943.

Report of a conference held in February 1943 called to discuss the opportunities for trained women, adaptations necessary for their training programs, and cooperation desirable between industry and women's colleges.

58. College women in war work. Northampton, Mass., Smith College Vocational Office, 1943. pages not numbered.

A summary of openings for inexperienced women with college training in various fields of war service. It contains a listing of basic training, additional training and extent of demand for employees for various kinds of work, short job descriptions, and a summary of organizations requiring persons with designated training.

59. **Colvin, Esther M.** Another women's land army? Independent woman, 21: 387–388, January 1943.

Discusses plans and possibilities for women as workers on farms during war period.

60. **Commins, W. D.** The interest pattern of student nurses. Occupations, 21: 387–388, January 1943.

Report of a study of 126 student nurses which finds that the student nurse has a distinct pattern of interests as measured by means of the Cleeton Vocational Interest Inventory.

61. **Coulter, John S.** Physical therapy technicians needed. Crippled child, 19: 143, 161, April 1942.

Describes the need for young students to take physical therapy training to meet increasing Army and civilian hospital needs. A partial list of training centers is given. (*See also* pp. 145–147; 163–164 for discussion of "the role of the physical therapist in the care of the crippled child" by Anna L. Mulcahey.)

62. **Curti, Merle.** American women of light and learning. Pi lambda theta journal, 20: 35–41, December 1941.

A discussion of the contribution to scholarship made by various American women.

63. **Davey, Mildred A., Smith, Elizabeth M., *and* Myers, Theodore R.** Everyday occupations. Boston, Mass., D. C. Heath & Co., 1941. 372 p., illus.

This well-illustrated occupational text includes descriptions of the following occupations in which women predominate: Air stewardess, telephone operator, department store salesperson, sewing machine operator, telephone order clerk, private duty nurse, supervisor of nurses, superintendent of nurses, laboratory technician, dietitian, medical record librarian, visiting nurse, hotel housekeeper, waitress, dining room hostess, beauty operator, office machine operator, stenographer, and secretary. In each case the work, conditions of work, personal qualifications, education and training, earnings, and opportunities for employment are described.

64. **Davidson, Dora.** Friend to farm women. Independent woman, 20: 146–148, May 1941.

This description of the work of a county home demonstration agent tells something about the preparation necessary for the work, and the wages paid.

65. **Davis, John Eisele.** Employment is nature's best physician. Hygeia, 20: 268–269, 296, April 1942.

Presents the historical development of occupational therapy, the types of places in which it is useful, what it includes, and how it is employed effectively with mental patients.

66. **Davis, Shelby Cullom.** Women man the industrial front. Scholastic, 40: 27, April 13, 1942.

An article giving a short description of various war production jobs open to women.

67. **Deems, Marie.** Railroads recruit women workers. Railway age, 113: 375–377, Sept. 5, 1942.

Many women will be needed by railroads in many capacities.

68. Defense shortage: teachers. Vocational trends, 5: 17–18, January 1942.

Teachers are needed throughout the United States. There is a lack of elementary teachers, rural teachers, and industrial arts teachers.

69. **DeHaven, Robert, *and* Kahm, Harold S.** How to break into radio. New York, N. Y., Harper & Bros., 1941. 162 p.

Includes descriptions of the work of the director of women's activities, traffic clerk, and studio hostess, and a few examples of how some women have broken into radio.

70. **De Schweinitz, Dorothea.** Occupations in retail stores. Scranton, Pa., International Textbook Company, 1941. 422 p. (Rev. ed.)

A revised edition of the 1937 publication presenting data obtained in a Nation-wide study of retail store occupations sponsored by the National Vocational Guidance Association and the U. S. Employment Service. All major occupations in the retail field are covered and statistical information obtained in the study and from the Census is summarized. Detailed information is given on duties, qualifications, training, hours, income, and promotion.

71. **De Shong, Andrew.** Hand that rocks the Axis. Collier's, 110: 14–15, July 11, 1942.

Short illustrated discussion of the work done by women workers at an aviation plant in Texas.

72. **Detzer, Karl.** Ladies of the law. Reader's digest, 40: 23–26, March 1942.

An account of the work of policewomen in Detroit.

73. **Dignam, Dorothy.** More women in advertising now than in World War I. Printers ink, 159: 16–17, May 29, 1942.

There are many new opportunities for women in the advertising field.

74. **Dilts, Marion May.** The telephone in a changing world. New York, N. Y., Longmans, Green & Co., 1941. 219 p., illus.

Chapter V on telephone operators describes the history of the occupation and the present hiring, training, and work procedures in a telephone system.

75. **Downer, Marion.** Be an artist. New York, N. Y., Lothrop, Lee & Shepard Co., 1941. 118 p., illus.

An artist suggests techniques of obtaining work in the art field and discusses specifically: Fashion work, children's fashions, furniture and interior design, "spots" work, hand lettering, magazine illustration, book illustration, book jackets and end paper design, poster work, lay-out work, art directing.

76. **Eaves, Elsie.** Wanted: women engineers. Independent woman, 21: 132–133, 158–159, May 1942.

An article dealing with the needs for fully trained professional engineers and for subprofessional workers. Colleges where they can obtain training are listed; brief biographies of several women engineers are included; a short bibliography is appended.

77. Educational qualifications of industrial hygienists. American journal of public health, 31: 728–730, July 1941.

A preliminary report of the Subcommittee on Educational Qualifications of Industrial Hygienists of the Committee on Professional Education of the American Public Health Association gives numbers employed in industrial hygiene and discusses their education and training by commending desirable qualifications. Industrial public health nurses as well as industrial physicians and public health engineers are included.

78. Electrical jobs for women. Vocational trends, 6: 16–17, March 1943.

A short description of some of the jobs open to women in the electrical industry, with information about wages and hours.

79. Enter women to do men's work. Factory management and maintenance, 100: 54–55, April 1942.

This is a short description of the training given women workers at a rubber company.

80. **Evans, Ernestine.** The sky is no limit. Independent woman, 21: 326–328, 346, November 1942.

A discussion of the training and work of the Women's Auxiliary Ferry Squadron, and of such services as flying instructor, aircraft communicator, traffic controller, junior meteorologist worker in an airplane factory, aircraft engineer. A list of offices is given where further information is available.

81. **Fargo, Lucile F.** Treasure shelves; the way of life in a library. Evanston, Ill., Row, Peterson & Co., 1941. 64 p., illus.

Well-illustrated pamphlet in which the work of a public library and its librarian in a town of 20,000 population are simply and comprehensively described.

82. **Faust, J. Frank,** *ed.* The girl's place in life and how to find it. Champaign-Urbana, Ill., McDonnell & Co., 1942. 214 p., illus.

This occupational textbook for junior and senior high school girls supplies information on teaching, library work, museum work, medicine, law, social work, personnel work, religious work, art, design, photography, nursing, medical laboratory work, dental hygiene, interior decoration, home economics, homemaking, entertaining, music, dramatics, selling, demonstrating, advertising, publicity work, journalism, management of a shop, beauty culture, hotel work, restaurant work, catering, office work, reception work, telephone operating, textile, clothing, hosiery work, and Government work. For each field the following information is given: Nature and scope of the work; qualifications; income; opportunities for employment, for advancement, and for service. A final chapter discusses finding a job. Pupil exercises, bibliographies, and Census data are included.

83. **Faville, Katherine.** New opportunities for nurses. Occupations, 20: 327–332, February 1942.

Describes the critical shortage of nurses, wartime and peacetime needs and opportunities for service in nursing, earnings, qualifications, training courses, entrance requirements, and cost of training. Suggestions for choosing a good school of nursing, a bibliography, and plans for cooperation with counselors in recruiting conclude the article.

84. **Federal Security Agency. Social Security Board. Bureau of Employment Security.** Occupations suitable for women. Washington, U. S. Government printing office, February 1942. 103 p.

Part 1 lists the titles and code numbers of occupations which are found in selected war industries and indicates the industries in which they occur, and whether "women are now employed," "apparently suitable for women," or "partially suitable for women." Part 2 provides similar information on industrial occupations that do not usually occur in the selected war industries. Part 3 defines the titles of occupations listed in Parts 1 and 2, which do not appear in the Dictionary of Occupational Titles or which have been revised since it was issued.

85. ——— **U. S. Office of Education.** Engineering, science and management war training trains women as civil service junior engineers. Education for victory, 1: 26, Feb. 15, 1943.

There are many opportunities for women as civil service junior engineers. This article tells of the education needed and of the types of positions open.

86. ——— ——— Future WAACS, WAVES, SPARS, and the Victory Corps. Education for victory, 1: 18, Feb. 1, 1943.

This is a short discussion of the sources of information about the various women's auxiliary organizations, and of high-school subjects which may help to make a high-school girl eligible for enlistment.

87. ——— ——— High-school girls and the victory farm volunteers. Education for victory, 1: 24, May 15, 1943.

Suggestions for selection and training of high-school girls who wish to work in farm homes during the summer as a contribution to the war effort.

88. ——— ——— Medicine. By Walter J. Greenleaf. Washington, U. S. Government printing office, 1941. 24 p. (Guidance Leaflet No. 6, rev. ed.)

Besides presenting specific information on the duties, number, income, license requirements, opportunities, qualifications, and training facilities for physicians, this guidance leaflet also lists approved training facilities, their requirements for entrance and length of course, for the following occupations: Clinical laboratory technician, physiotherapist, and occupational therapist. Bibliography.

89. ——— ——— Military service. By Walter J. Greenleaf *and* Franklin R. Zeran. Washington, U. S. Government printing office, 1942. 48 p. (Vocational Division Bulletin no. 221).

Includes information on requirements, training, application, assignment, rank, pay and allowances, uniforms, and retirement for members of the Army Nurse Corps, Navy Nurse Corps, Women's Army Auxiliary Corps, and the Women's Reserve of the Naval Reserve (the WAVES).

90. ——— ——— Nurses to be and the victory corps. Education for victory, 1: 5, Jan. 15, 1943.

Training advised for high-school girls who plan to become nurses, and part-time work suggested for them.

91. ——— ——— Professional nurses are needed. Washington, U. S. Government printing office, 1942. 28 p. (Vocational Division Leaflet no. 10.)

Addressed primarily to school administrators and counselors, this pamphlet discusses the need for professional nurses and suggests in detail procedures for secondary schools to follow in supplying the needed number of qualified graduates who will enter nurse-training programs. An occupational brief, suggested forms, a list of tests for aid in selection, and a list of addresses of State boards of nurse examiners and of State nursing councils for war service are included.

92. **Federal Security Agency. U. S. Office of Education.** SPARS; Women's reserve of the U. S. Coast Guard reserve. Education for victory, 1: 27–28, Jan. 15, 1943. Reproduced in Occupation, 21: 539–541, March 1943.

An account of the education required for SPARS, method of enlistment, training, and pay.

93. ——— ——— Teacher certification in wartime. By Benjamin W. Frazier. Washington, D. C., The Office, September 1942. 14 p. mimeo. (Circular no. 213.)

Summarizes trends and practices in teacher certification as of May 1942. A discussion of emergency certificates or permits which were issued in 29 States during 1941–42 because of emergency teacher shortages includes suggested safeguards to be observed in issuing them.

94. ——— ——— Teacher shortage report. Education for victory, 1: 13–14, Jan. 1, 1943.

There is a great need for more teachers, occasioned by the large number of teachers leaving the profession for other occupations.

95. ——— ——— Teacher shortages and surpluses in 45 States, May 1942. By Benjamin W. Frazier. Washington, D. C., The Office, July 1942. 7 p. mimeo.

Reports disappearing surpluses and a rapid trend toward shortages in the teaching field in May 1942, as compared with May and November 1941. A brief report is given for each State as of May 1942. Attention is called to State and noninstitutional teacher-placement offices.

96. ——— ——— Training restaurant sales personnel. By Ruth M. Lusby. Washington, U. S. Government printing office, 1942. 274 p.

Part 6 of this teacher's manual for use in the vocational training of restaurant sales personnel discusses restaurant sales work as a vocation, and obtaining and training for a restaurant job. Duties, qualifications, line of authority, advantages, and disadvantages are discussed, and suggestions for finding out about working conditions are given.

97. ——— ——— What about teacher shortages? Education for victory, 1: 26, April 15, 1942.

Reports that an actual Office of Education count of teaching positions unfilled a month after schools had opened in the fall of 1941 revealed that 1,000 such positions were reported by about half of the city and county superintendents. Statistics are shown by teaching fields and prediction is made of a more serious situation.

98. ——— ——— Women and national defense. By Marguerite W. Zapoleon. Washington, D. C., The Office, 1941. 11 p. mimeo.

A summary of women's participation in defense work in February 1941, in: The armed forces, the Red Cross, Federal agencies, defense industries, schools and colleges, women's organizations, and in volunteer organizations. Also published in *International Altrusan*, and in condensed form in *Occupations*, 19: 509–511, April 1941, and in *America Prepares for To-morrow* by William Dow Boutwell and others, New York, Harper & Bros., 1941.

99. ——— ——— Women of the United States and the War. By Marguerite W. Zapoleon. Washington, D. C., The Office, April 1942. 14 p. mimeo. (Misc. 2977.)

A review of women's war activities in the spring of 1942 covering those in the armed forces, Red Cross, Federal Government, war industries, war training, schools and colleges, women's organizations, volunteer services, and in the home.

100. **Fenner, Phyllis R.** Our library. New York, N. Y., John Day Co., 1942. 174 p.

A librarian in an elementary school describes "what we do in our library."

101. **Fink, Arthur E.** The field of social work. New York, N. Y., Henry Holt & Co., 1942. 518 p.

For the college student who is considering social work as a possible career as well as for the student of social work and the layman, this book outlines the history of social work as a profession and then discusses in nontechnical language the following fields: Family welfare; child welfare; child guidance; visiting teacher work; court probation and parole work; medical social work; public welfare and public assistance; social group work; and

community organization. For each, the background development and present trends are thoroughly discussed, as well as the number and nature of agencies and workers in the special field and the duties, qualifications, and training of professional workers. Each discussion of a particular field concludes with a case record or report illustrating the handling of a specific problem in the area covered. A comprehensive bibliography is given for each chapter.

102. **Flagg, Marion.** Music teaching changes its tune. Independent woman, 20: 206–208, July 1941.

Changes in the methods of teaching music require new kinds of preparation; new opportunities are offered. Included is a discussion of wages and chances for advancement.

103. **Fleischman, Doris E.** Keys to a public relations career. Independent woman, 20: 332–333, 340, November 1941.

Outline of a career as a public relations counselor; training, personal requirements, salary. A short bibliography is included.

104. **Flemming, Arthur Sherwood.** Relation of personnel needs of the Federal Government to the future of women's education. Journal of national association of deans of women, 4: 154–156, June 1941.

The work of the Civil Service Commission in recruiting workers for Federal agencies is discussed; opportunities for women in Federal service are outlined.

105. **Flikke, Julia O.** Nurses in action. Philadelphia, Pa., J. B. Lippincott Co., 1943. 239 p., illus.

Colonel Flikke, after 25 years of service in the Army Nurse Corps, describes the present need for Army nurses, history of the Army Nurse Corps, procedures for becoming an Army nurse, the work of Army nurses in peacetime and in the war at various nursing and battle stations. She also describes the opportunities for nurses in other branches of Government service, with the Navy, the Indian Service, and the Veterans' Administration.

106. **Folks, Helen Fornay.** Be a nurse and see the world. Independent woman, 20: 300–302, 311, October 1941.

Need for nurses and nursing as a career; civilian services and the armed services both afford opportunities.

107. Forum on fundamental considerations in the art and science of medical record keeping. Bulletin of the American College of Surgeons, 27: 52–65, January 1942.

A series of papers on the methods used in training medical record librarians and the place in the hospital of the medical record librarian.

108. **Fox, Milton S.** The use of art and artists in times of war. Cleveland, Ohio, Cleveland Museum of Art, January 1942. 23 p.

This "summary of a detailed and documented study written February 1941," outlines the military, industrial, social, and civilian uses of art work and artists in time of war. Coordination, training, and post-war needs are also discussed.

109. **French, Louis Meredeth.** Psychiatric social work. New York, N. Y., Commonwealth Fund, 1940. 344 p.

A comprehensive professional discussion of the field of psychiatric social work, its history, growth, and present status. Covers areas of the work, number and turnover of workers, types of agencies represented, salaries, opportunities, qualifications, training, and professional organizations. Psychiatric social work in mental hospitals, mental hygiene clinics, child guidance clinics, public health nursing organizations, and in educational institutions is discussed in detail; for the professional reader.

110. Full speed ahead at Kaiser Shipyards. Charm, 57: 28, 29, 72, February 1943

This is a short account in popular style of some of the types of work being done by women at a shipyard at Portland, Oreg. A list of jobs currently open and suggestions about how to apply for work and where training is available are included.

111. **Gainsbrugh, M. R., *and* White, I. J.** Women as war labor reserves. The conference board economic record (National Industrial Conference Board), 4: 47–50, February 1942.

A study of the number of women in war-production industries, of women as potential sources of labor, and of trends in the employment of women.

112. **Gault, Alma E.** Nurse clerk. American journal of nursing, 42: 151, February 1942.

"Nurse clerks" are described as former nurses who return to day service in hospitals to relieve general staff nurses by performing clerical duties, errands, and limited nursing duties.

113. **Gilbert, Paul S.** Women? They're here to stay. Factory management and maintenance, 100: 96–98, 228, 230, 232, September 1942.

Women at an aircraft engineering company do good work, cause no particular problems; all are trained for their work.

114. Girl on the midnight shift; Dorothy Vogley, skilled worker in a war plant. American magazine, 135: 24–25, January 1943.

Short illustrated account of the daily routine of a woman worker in a machine shop.

115. **Girl Scouts, Inc.** Professional opportunities in girl scouting. New York, N. Y., 155 E. 44th St., 1942. 22 p.

Discusses the functions and qualifications of professional girl scout workers, their salary range, hours, advancement, and method of placement. Current mimeographed material is available from same source.

116. Girlpower at work; survey of girl service station attendants. National petroleum news, 34: 31–33, July 29, 1942.

Consumer survey of the use of girl station attendants showed satisfactory work. A number of companies in Ohio have organized systematic training courses.

117. Girls in overalls. Popular mechanics, 78: 40–43, September 1942.

Women are successfully doing work in a great variety of jobs for war production factories.

118. Girls in uniform in United States industry help make weapons of war. Life, 13: 41–44, July 6, 1942.

A short illustrated account of some women workers in war production plants.

119. **Glover, Katherine.** Women at work in wartime. New York, N. Y., Public Affairs Committee, Inc., 30 Rockefeller Plaza, 1943. 31 p., illus. (Public affairs pamphlet no. 77).

This pamphlet includes a short discussion of training available to women; among other topics are safety clothing for women; absenteeism; day care of children of working mothers; the work of WAACS, WAVES, SPARS, and WAFS; civilian workers for the armed services. The need for women with special skills and for women farm workers is stressed. A short bibliography is included.

120. **Gould, Adrian G.** Careers in public health. Chicago, Ill., Science Research Associates, 1700 Prairie Avenue, 1943. 48 p.

Discusses the number of public health nurses, the nature and conditions of their work, salaries, hours, regularity of employment, hazards, qualifications, training, future outlook, related occupations, methods of obtaining employment, and the advantages and disadvantages of public health work.

121. **Grace, Harriette M.** How homemakers make money. Journal of home economics, 34: 33–34, January 1942.

A brief description of various individual and group plans for making money, developed by homemakers using home skills and equipment.

122. **Grady, Roy I., Chittum, John W., *et al.*** The chemist at work. Easton, Pa., Journal of chemical education, 1940. 422 p.

This symposium of articles written for vocational guidance by chemists engaged in various kinds of chemical work includes a series on opportunities for women chemists. Chapters 43–53 deal with the training and placement of women chemistry majors in women's and coeducational colleges; training and opportunities for women in chemistry; opportunities for women chemists in industry, in Government, in cosmetics research, in merchandise control, in industrial control laboratories; as chemical patent attorneys; as research bibliographers; in technical writing. Other chapters written by women describe the teaching of physiological chemistry, biochemical research, water resources laboratory work, and medical technology. Duties, requirements, and training are covered in each chapter in which the author describes his own work.

123. **Greenbie, Marjorie Barstow.** Machine-made careers. Independent woman, 22: 17, 29–30, January 1943.

Business machine operating as a career—varitype, dictaphone, stenotype, calculating machine, bookkeeping machine, card punching, tabulating machine. Opportunities for training are outlined.

124. ——— Vocations for women in Civil Service. Reprint from Independent Woman, March 1942. 4 p. New York, N. Y., National Federation of Business and Professional Women's Clubs, Inc., 1819 Broadway.

Discusses Government work for women emphasizing especially the need for stenographers and typists.

125. ——— Women work with Uncle Sam. Independent woman, 21: 74–76, 86, March 1942.

Various Government services, clerical, stenographic, welfare, and executive are discussed.

126. **Guthrie, W. G.** Why we like women in our shop. Factory management and maintenance, 101: 90–94, 202, 204, 206, February 1943.

A large manufacturing company finds women very satisfactory workers. This article contains a short account of the jobs they do, and of their reaction to shop discipline.

127. **Haller, Dorothy.** The nurse in industry. Hygeia, 20: 340–341, 370, May 1942.

The increasing use of nurses in industrial plants is considered as a permanent trend rather than an emergency. The duties, hours, compensations, and satisfactions of such work are decribed.

128. **Harding, Margaret S.** The services of professional women in book publishing. Pi lambda theta journal, 21: 133–136, May 1943.

Sketches of women who have been successful in the various university presses in the United States.

129. **Harris, Florence La Ganke.** Careers in home economics. Boston, Mass., Little, Brown & Co., 1942. 62 p., illus.

Information on duties, opportunities, and satisfactions in home economics are portrayed in a series of short visits in which the pupils of a high-school home economics teacher ask questions and are answered about work of the following types: Hospital dietitian, foods manager, fashion worker, journalist, interior decorator, home economics teacher, Government home economist, home economics in business, homemaker, and miscellaneous related jobs.

A check sheet for job qualifications completes the booklet.

130. **Hartzell, Mildred D. *and* Murphy, Florence E.** Cleeton interest inventory measures cosmetologists. Occupations, 20: 600–601, May 1942.

A report on the use of the Cleeton interest inventory in a study of the interests of 150 students taking training in cosmetology as compared with those of 103 young women applicants at the Central Employment Service of the Los Angeles City Schools. Results showed that those who have a real interest in cosmetology score high on the "personal service" category of the inventory.

131. **Hawes, Elizabeth.** There's a career in nursing. Woman's home companion, 70: 66–67, January 1943.

This article discusses the profession of nursing: Education and training, salary, and opportunities.

132. ——— Why is a dress? New York, N. Y., Viking Press, 1942. 184 p.

A designer writes in the first person and with enthusiasm about the "who, when, what, where, and why" of clothes and offers advice on training to the girl who wants to become a dress designer.

133. **Hays, Idell D.** WAMS, women apprentice mechanics of Transcontinental and Western Air. Flying, 32: 38–39, 168, June 1943.

Work of women apprentice mechanics is described; their training is done by the foremen.

134. **Herrick, Lucille M.** The employee counselor in the Federal service. Pi lambda theta journal, 21: 92–96, March 1943.

A discussion of the education of the Federal employee counselor, desirable experience, personal qualifications, and responsibilities.

135. **Hickey, Margaret A.** New career frontiers for the trained woman. Journal of the national association of deans of women, 4: 113–116, March 1941.

A discussion of the widening opportunities for work now open to college-trained women.

136. **Hocker, Elizabeth Van Cortlandt.** The personal experience of a contract surgeon in the United States Army. Medical woman's journal, 49: 9–10, January 1942.

A woman who served in the first World War describes the requirements, training, and duties of a "contract surgeon," as she experienced them.

137. **Hogsett, Elsie M.** Opportunities for women in transportation. International altrusan, 20: 8–10, June 1943.

The employment of women by railroads, airlines, and bus companies is increasing. Training is usually on the job.

138. The home economist in business. Women's work and education, 13: 1–4, February 1942.

Discusses changes in demand for home economists in business caused by the war.

139. **Hostetter, Anita M.** Shortage of librarians. American library association bulletin, 36: 384–386, June 1942.

Libraries are experiencing difficulties in filling the increasingly large number of vacancies in their professional and subprofessional staffs. Enrollment in library schools has decreased.

140. **Huddleson, Mary P.** Mobilizing a nation's kitchens. Independent woman, 20: 16–18, January 1941.

This is a short discussion of the training required for dietitians and nutritionists, including an account of openings for trained women in the following fields: Hospitals; home economics departments maintained by food and equipment manufacturers and producers; hotels and restaurants; school lunchrooms; college residences; public welfare agencies. Earnings and chance for advancement are mentioned. A short bibliography is included.

141. I'm a WAC. Scholastic, 42: 17, 20, Feb. 22, 1943.

Training of Women's Army Auxiliary Corps members, their work and responsibilities.

142. **Institute of Women's Professional Relations.** War demands for trained personnel. New London, Conn., Connecticut College, 1942. 260 p.

Proceedings of a conference on "war demands for trained personnel" held in Washington, March 1942, with emphasis on the opportunities for women. Scientific services, occupations related to health, home economics, business and law, transportation and communication, education and community agencies, dissemination of information, and the supply of trained workers in relation to the demand of the total war program are the headings under which the addresses and discussions are arranged.

143. **Institute of Women's Professional Relations.** Work opportunities in American fashion design, 1942. New London, Conn., The Institute, Connecticut College, 1942. 221 p. Mimeo.

Proceedings of a conference at which fashion experts discussed opportunities in such occupations as clothing, textile, dress, glove, millinery, jewelry, plastics, and other industrial design; beauty and cosmetics; interior decoration; display work.

144. Is your place in civil service? Independent woman, 22: 46, 60–62, February 1943.

A brief account of various types of civil service examinations open to women in a large number of fields.

145. **James, Charlie N.** Womanpower in airline maintenance shops. Aviation, 41: 126–127, 343–344, December 1942.

One of the air lines is using women as apprentice mechanics, replacing manpower with womanpower in maintenance shops.

146. Job facts about the women's military services. Vocational trends, 6: 12–13, May 1943.

A tabulation of the various women's military services, their requirements, pay, and types of jobs done.

147. **Johns, E.** Three million women will punch war factory time clocks. Printers ink, 199: 15–17, 61, May 8, 1942.

The war emergency is increasing opportunities for women in such fields as electrical work and machine tool work. Scientists are also needed.

148. **Kastner, Joseph.** Joan Waltermire, Air stewardess. Life, 10: 102–112, April 28, 1941.

A description of the training and work of an airline stewardess.

149. **Keliher, Alice Virginia,** *ed.* Picture fact books. New York, N. Y. Harper & Bros.

Household workers. 1941. 55 p. illus.
Library workers. 1940. 55 p. illus.
Retail sales workers. 1941. 55 p. illus.

In conversational style, the duties, qualifications, wages, and hours of workers in the various fields are discussed. Pictures accompany the text.

150. **Kimball, Alice Mary.** Careers on the labor front. Independent woman, 21: 34–36, 62, 63, February 1942.

Labor union leadership as a career. A short bibliography is included.

151. **King, Steve.** Danger! women at work. American magazine, 134: 40–41, 117–119, September 1942.

Women at a large aircraft factory have done acceptable work. Some problems like safety clothing have been solved in a satisfactory manner.

152. **Kingsley, J. Donald.** Women in the war effort. Current history, N. S., 3: 29–32, September 1942.

An article giving a brief account of work of women in the American Women's Voluntary Service, the Red Cross, at a bomber plant, and in the WACS and the WAVES.

153. **Koestner, Ruby W.** Matrons aid production. Personnel journal, 21: 163–164, November 1942.

Description of the job as matron in a war production plant.

154. **Korson, George.** Women behind the test tubes. Hygeia, 20: 916–918, December 1942.

A short description of the work done by women dietitians in Army hospitals, by physical therapy aides, and by dental hygienists, including a statement of education required and salaries.

155. Laboratory technicians wanted. Hygeia, 20: 262–263, 318–319, April 1942.

The duties, training courses, and salaries of clinical laboratory technicians and X-ray technicians are described briefly. The need for these workers and for physical and occupational therapists is emphasized.

156. Leathers, Ann L. The services of professional women in communications. Pi lambda theta journal, 21: 140–142, May 1943.

Opportunities for women teletype operators, radio technicians, and radio monitors of foreign broadcasts, as well as work for linguists and publicists in the communications field are discussed. A short bibliography is included.

157. Lehman, Maxwell *and* Yarmon, Morton. Opportunities in the armed forces. New York, N. Y., Viking Press. 1942. 418 p.

In Part I, Chapter 16, on "Women in the Army" there is a description of the requirements for entrance, method of application, functions, status, and pay of the WAACS, the WAFS, Army nurses, Army hostesses, and Army librarians.

Chapter 15, "Women in the Navy" supplies similar information about the WAVES and Navy nurses.

158. Linderer, Elinore T. A new field of work for home economists. Journal of home economics, 34: 730–731, December 1942.

Federal processed-food inspectors, who work for the Agricultural Marketing Administration of the U. S. Department of Agriculture, are employed in laboratories and in canning plants, checking grades of canned goods and inspecting raw materials used by canners. Education and training for this work are outlined in this article.

159. Lingenfelter, Mary Rebecca. Wartime jobs for girls. New York, N. Y., Harcourt, Brace & Co., 1943. 226 p.

Occupations for noncollege girls are described for "girls from 13 to 20 to give them an idea of what they can do to help." A discussion of keeping the job after the war is over includes four points for girls to keep in mind. The military services for girls are described in a chapter on the WAAC, WAVES, SPARS, and the Marine Reserve Corps. A list of sources for additional information concludes the book.

160. Liszt, Charlotte G. Opportunities for women accountants in the Federal Civil Service. The woman C. P. A., 5: 64–66, October 1942.

A woman C. P. A. serving as cost accountant with OPA presents available statistics on women accountants in Federal Government service up to June 30, 1941, and quotes a July 1942, statement on present situation from the Accounting and Finance Unit, Examining Division, U. S. Civil Service Commission. Discusses wartime opportunity of women accountants to overcome existing prejudice. Official references are listed.

161. Lowe, Elsa Winifred. Recruitment of student nurses. American journal of nursing, 42: 164–165, February 1942.

Describes a high-school recruitment program arranged by the Pennsylvania State Nurses' Association.

162. Lowenfeld, Berthold. Teachers of the blind: their status and salaries. New York, N. Y., American Foundation for the Blind, Inc., 1941. 44 p.

Report of a questionnaire study of teachers of the blind in 44 residential schools for the blind (88 percent of the total). Statistics show distribution by sex, teaching position, marital status, age, vision (seeing or blind), residence, salaries. Comparisons wih public-school teachers are made showing level of preparation, degrees, length of teaching experience, teaching load, participation in in-service training, and salaries. Miscellaneous information on contracts, retirement, requirements for appointment, and salary schedules.

163. Macfarlane, Alberta M. They know their onions. Independent woman, 21: 266–268, 283, September 1942.

Possibilities for a career offered by the restaurant industry, with short biographical sketches of successful women food production and service workers.

164. MacGibbon, (*Mrs.*) Elizabeth Gregg. Fitting yourself for business. New York, N. Y., McGraw-Hill Book Co., Inc., 1941. 456 p.

In Part I of this text for commercial students, beginning jobs in the business field and employer requirements for them are discussed. The typist, receptionist, PBX operator

stenographer, office machine operator, and file clerk are among the typical occupations for girls. How to obtain and succeed in a business job are discussed in parts II and III.

165. **Malcova, Olga.** Wanted: Girl with glamour. New York, N. Y., Duell, Sloan & Pearce, 1941. 180 p., illus.

A professional model describes wholesale, retail, and photographic modeling. Type and conditions of work, qualifications, earnings, methods of obtaining a job and of keeping physically fit are described in detail. One chapter contains brief biographical sketches of 20 successful models.

166. **Manueli, J.** Women and men's work with instruments. Instruments, 15: 12–13, January 1942.

Women are used successfully in testing metals, in electrical assembly, and in making instruments.

167. **Martz, Velorus** *and* **Smith, Henry Lester.** An introduction to education. New York, N. Y., Charles Scribner's Sons, 1941. 495 p.

Part II on the teacher and his job discusses teacher demand and supply, preparation and licensing, tenure, compensation, and opportunities. Part III concludes with a chapter on planning for a teaching career, suggesting choices of training and jobs.

168. **Matthews, Ruth,** *and* **Hannah, Betty.** This changing world for women. Ladies home journal, 59: 27–30, August 1942.

An account of work done and of living conditions of four girls working at an airplane plant in Baltimore.

169. **Maule, Frances.** Careers for the home economist. New York, N. Y., Funk & Wagnalls Co., 1943. 256 p.

Following a brief discussion of how a girl can make a choice in the home economics field, the author devotes a chapter each to various specific fields for the home economist. Duties, satisfactions, salaries, how to obtain a job, qualifications, and demands are covered. Each chapter concludes with a brief bibliography. Descriptions are enlivened by frequent references to particular home economists and their jobs. The appendix includes an outline of the duties of field home economists in the Welfare Department of New York City and in the Division of Aid and Relief of the Department of Welfare of Massachusetts, as well as an article on "Why Case Work Training for the Home Economist."

170. ——— Girl with a pay check. New York, N. Y., Harper & Bros., 1941. 273 p.

Suggestions "to all girls everywhere who are seeking to secure, hold onto, and increase a pay check."

171. ——— I want to be a secretary. Independent woman, 20: 75, 94, 95, March 1941.

A discussion of the characteristics of a good business school. A short bibliography is included.

172. ——— Selling—a job that's always open. New York, N. Y., Funk & Wagnalls Co., 1940. 314 p.

Department store, chain store, traveling, insurance, and real estate selling as well as advertising and art work are discussed. In each case opportunities for women are noted. Duties, qualifications, training, openings, earnings, promotion, and working conditions are described.

173. **McDiarmid, E. W.** *Jr.* The library survey. Chicago, Ill., American library association, 1940. 241 p.

Chapter 5 on library personnel discusses size and age of staff, classification by position, education, personal and professional qualifications, duties, hours, salary and other compensations, tenure, and turnover.

174. **McFerran, Doris.** Careers in retailing for young women. New York, N. Y., E. P. Dutton & Co., Inc., 1943. 217 p., illus.

Following a brief overview of the variety of stores and of jobs in the retail field, the nature of the work, qualifications, training, and in some cases the earnings, are described for the following occupations in retailing: Salesgirl, demonstrator, buyer, personal shopper,

stylist, advertising manager, copywriter, commercial artist, display work or window trimmer, personnel work, sales promotion, comparison shopper, messenger, wrapper, stock clerk, adjustment clerk, pharmacist, chain store worker, owner, or manager (store). A bibliography, a rating sheet for salespeople, and a salescheck primer are given in supplement.

175. **McIver, Pearl.** Our nursing resources. Public health nursing, 34: 32–38, January 1942.

Report on the national inventory of nurses conducted by the Nursing Council on National Defense with the aid of the U. S. Public Health Service. Supplies information on distribution of active and inactive nurses by types of nursing positions.

176. ——— Public health nursing. Pi lambda theta journal, 20: 59–60, December 1941.

This is a discussion of the work and objectives of the public health nurse.

177. **McKellar, Janet L.; D'Issertelle, Edna;** *and* **Beppler, Katherine M.** Opportunities for college women with girls' organizations. Occupations, 21: 438–444, February 1943.

Opportunities for college graduates as executives and assistants with the Camp Fire Girls, the Girl Scouts, and the Girl Reserves of the Y. W. C. A. are discussed. Duties, qualifications, salaries, training, conditions of work, and opportunity for service are presented.

178. **McKelvey, Thelma.** Women in war production. New York, N. Y., Oxford University Press, 1942. 32 p.

Based on material gathered from Government agencies, this pamphlet discusses the employment and training of women in war production and the efforts of Federal agencies to meet the need.

179. **McMahon, Lucile Nelson.** Women and the war of nerves. Independent woman, 21: 300–302, 315–516, October 1942.

Psychiatric social work, psychiatric nursing, psychiatry, and psychology as fields for women are discussed. The training needed, probable income, and increasing need are outlined.

180. Medical jobs for women. Vocational trends, 5: 14–15, September 1942.

Opportunities for women as nurses, doctors, dentists, dental hygienists, laboratory technicians, and pharmacists are briefly outlined.

181. **Meyer, Dickey.** (G. L. M. Chapelle) Needed—women in aviation. New York, N. Y., Robert M. McBride and Co., 1942. 219 p., illus.

Well-illustrated information addressed directly to the reader on wartime opportunities in aviation for women. Piloting, engineering and drafting, radio operating, meteorology, clerical work, passenger relations, public relations, aircraft manufacturing, dietetics, and hostess work are discussed—duties, earnings, training, qualifications, and method of obtaining employment being outlined in most cases.

182. ——— Needed—women in Government service. New York, N. Y., Robert M. McBride & Co., 1942. 220 p., illus.

Description of opportunities for girls in Government service as typists, stenographers, telephone operators, file clerks, production workers, technical workers, teachers, personnel workers, home economists, nurses, translators, public relations workers; civil service procedures are briefly described.

183. **Meyer, Elizabeth.** Ma's making bombers! Reader's digest, 41: 49–53, November 1942.

An account of the airplane work women are doing in different parts of the country and their reactions to their work.

184. **Mills, Alden B.** Physical therapy technicians. Modern hospital, 58: 59, January 1942.

Average monthly salaries of physical therapy technicians, by size of hospital and geographical area, as reported in a salary survey covering 1,244 hospitals, 297 of which supplied salary data on technicians.

185. **Minaker, F. C.** New jobs for women. American business, 12: 22–24, April 1942.

Fifty percent of all aircraft employees will be women. They excel in work requiring care and alertness. War production courses on a college level are available to women.

186. Minimum qualifications of nutritionists in health agencies. American journal of public health, 31: 494–497, May 1941. Reprinted in Journal of home economics, 34: 27–30, January 1942.

An outline of the qualifications of a nutritionist, including education and experience.

187. **Murphy, Mary E.** "Figuring out" a career. Independent woman, 19: 294–296, 311, September 1940.

The field of accounting is described, and educational and training requirements, earnings, and opportunities for professional advancement are outlined.

188. **Murray, G.** Advertising women cogitate on their post-war status. Printers ink, 198: 43, March 6, 1942.

The war emergency is increasing opportunities for women in advertising.

189. Must you take a war job? Charm, 57: 24, 25, 70, February 1943.

This is a short general discussion in popular style of essential and of nonessential jobs, and of training opportunities available for women who wish to become war production workers.

190. **Nall, T. Otto,** *and* **Davis, Bert H.** Jobs for today's youth. New York, N. Y., Association Press, 347 Madison Avenue, 1941. 168 p.

An overview of occupations with brief illustrations from life, including examples of women engaged in clothing manufacturing, nursing, photography, Civil Service stenographic work, art teaching, art museum work, singing, religious work, library work, and advertising.

191. **National Association of Housing Officials.** Opportunities for training and employment in housing. Chicago, Ill., The Association, April 25, 1941. 2 p. (rev.)

Discusses housing as a new field, sources of information on requirements for housing personnel, preparation, and training for housing positions including volunteer work.

192. **National Association of Life Underwriters. Committee of Women Underwriters.** Life underwriting a career for women. Indianapolis, Ind., The Association, 1942. 144 p.

Full of examples taken from the experiences of the women underwriters who wrote it, this book describes the problems and opportunities of life insurance work as a career for women. Qualifications, duties, income, training, and working conditions are covered.

193. **National Association of Manufacturers.** American women at war. New York, N. Y., The Association, 1942. 28 p., illus.

A report of a tour made by newspaper women to war industries, which includes observations on training, special aptitudes, and achievements of women war production workers.

194. **National Education Association.** Future teachers of America. Washington, D. C., The Associations, 1942. 148 p.

Describes the purpose and activities of the Future Teachers of America organizations in colleges and high schools. Includes a reprint of George Herbert Palmer's "The Ideal Teacher"; a code of ethics for teachers; and a discussion of agencies interested in the selection, preparation, and placement of teachers.

195. ——— **Research Division.** The nation's schools after a year of war. Washington, D. C., The Association, April 1943. 55 p. (Research Bulletin Vol. XXI no. 2.)

Report of a statistical study which compares data for December 1942 and December 1941 on teaching positions (number and type) and on teacher morale and community relationships.

196. **National Education Association. Research Division.** Salaries of city school employees, 1940–1941. Washington, D. C., The Association, March 1941. p. 67–95. (Research Bulletin, vol. XIX, no. 2.)

The biennial summary of statistics on salaries paid city school employees for the school year 1940–1941, as reported by 1,949 city school systems representing 54 percent of the total number. Also shows trends in salaries over a decade, by size of city, type of position, and type of school. The status of salary scheduling is discussed, and references are included.

197. **National Institutional Teacher Placement Association.** Current practices in institutional teacher placement. Athens, Ga., The Association, 1941. 186 p.

Contains contributions of 35 members of the National Institutional Teacher Placement Association on the principles and practices of teacher placement by institutions. Registration, guidance, placement, follow-up, research, and administrative functions are discussed.

198. **National Nursing Council for War Service, Inc.** War work with a future. Nursing. New York, N. Y., The Council, 1943. Folder, illus.

Answers 18 questions girls interested in becoming nurses are likely to ask. Covers need, qualifications, training, scholarships, earnings, trends, satisfactions, opportunities for employment, and service.

199. **National Organization for Public Health Nursing.** How to enter the field of public health nursing. New York, N. Y., The Organization, 1940. 11 p.

Answers typical questions on public health nursing: Kinds of positions, methods of entering the field and of securing positions, qualifications, preparation, salaries, and hours. The requirements for admission to training centers and possibilities of scholarships, loans, and part-time work during training are discussed.

200. **National Restaurant Association.** Opportunities for young people in the restaurant industry. Chicago, Ill., The Association, 1942. 2 p. mimeo.

Briefly describes size and importance of restaurant industry and its increasing importance in time of war. The availability of restaurant jobs throughout the country, chance for advancement, steadiness of employment, hours, training opportunities, and college courses which train for management positions are also described.

201. **Nealey, J. B.** Training women for war work. Iron age, 150: 50–51, Aug. 6, 1942.

Women are acceptable workers on machine tools and are easily taught the required operations.

202. **Neely, Ann Elizabeth.** Professional opportunities in USO. Occupations, 21: 129–132, October 1942.

Describes war needs for USO services, the types of professional positions involved, the qualifications required, salaries, advantages, and disadvantages. The personnel departments of the member agencies as well as of the United Service Organizations, Inc., are listed.

203. **Nelson, Josephine.** Calling all nurses. Independent woman, 22: 138–140, 159, May 1943.

This article emphasizes the need for nurses for both civilian service and the armed services, discusses the "student war nursing service" and the post-war opportunities for nurses.

204. ——— Farming for defense. Independent woman, 20: 168–170, 189, June 1941.

Short discussion of changes in farm crops occasioned by the war, and of opportunities for gardeners and women farmers.

205. **New Jersey College for Women.** Vocational information digest. War demands for college women. New Brunswick, N. J., October 1942. 51 p.

Summaries of talks given at an annual vocational information conference for college women on: College vs. a war job now; employment of women in industry from the viewpoint of an employer and an employee; opportunities for college women in banking, insurance, physiotherapy, department stores, chemistry, teaching, medicine, nursing, Government service, physical education, Girl Scout work, U. S. O. leadership, mathematics, physics,

engineering, psychology, medical social work, psychiatric social work, travelers aid. For each field, duties, qualifications, preparation, hours, earnings, advancement, demand, trends, and methods of entering the occupation are discussed.

206. Nursing and national defense. American journal of nursing.

Monthly notes on recruitment, training programs, enrollments, methods of meeting needs, etc.

207. **Nursing Information Bureau of the American Nurses Association.** Nursing, a profession for college women. New York, N. Y., The Bureau, 1943. 16 p.

Describes present and future opportunities for college women in nursing, qualifications for nursing, preparation, scholarships, and Federal aid. An outline of the opportunities in nursing in Federal and non-Federal services is given with typical earnings for various types of positions.

208. ——— Nursing and how to prepare for it. New York, N. Y., The Bureau, 1943. 23 p.

Discusses the military and civilian fields of nursing, the qualifications and preparation required for nursing work, the types of nursing schools and their entrance requirements, and gives advice on how to choose a nursing school.

209. ——— Nursing books, pamphlets, magazine articles, films. New York, N. Y., The Bureau, December 1942. Folder.

A list of annotated books, pamphlets, magazine articles, motion picture films, and film strips, classified under general or vocational. References recommended for college students are starred.

210. ——— Professional nursing and auxiliary services. New York, N. Y., the Bureau, 1942. 23 p.

Prepared for college students, this pamphlet discusses the opportunities in professional nursing, the requirements, types of schools, and information on the tuition fees and scholarships. Information on related volunteer work is also given. A brief bibliography, a list of sources of further information, and a list of schools of nursing offering programs leading to diplomas and degrees are included.

211. ——— *Cooperating with* the National League of Nursing Education *and* the National Organization for Public Health Nursing. Facts about nursing, 1942. New York, N. Y., The Bureau, 1942. 41 p.

Presents recent statistics on professional nursing and other statistics which affect the number, distribution, and need for nurses in the United States. Separate statistics when available are given for private duty, for hospital, for institutional, and for public health nursing. Besides population and vital statistics for the U. S., there are statistics on: The supply and distribution of nurses (according to U. S. Census and a 1941 national inventory, First Reserve of the American Red Cross Nursing Service, Federal Government Nursing Service); the estimated need for nurses; military nursing; school of nursing (number meeting minimum requirements set by State laws; size, tuition, number receiving Federal funds); number of student nurses; hospitals; nurses' professional registries; incomes of nurses, 1942; auxiliary workers (paid and volunteer). A bibliography is included.

212. **Nuttall, L. John.** Teacher. New York, N. Y., Macmillan Co., 1941. 163 p.

Typical professional problems encountered in a lifetime of teaching in various situations are described, as well as the personal problems of home life, freedom, rewards, and security.

213. **Occupational Index, Inc.** Occupational abstracts. New York, N. Y., Occupational Index, Inc., New York University, 1940–1941. 5 pages each.

The occupation of the industrial chemist.
The occupation of the interior decorator.
The occupation of the milliner.
The occupation of the office machine operator.
Occupations in music.
The occupation of the window display worker.

Each abstract covers qualifications, duties, preparation, entrance, advancement, compensation, number and distribution of workers by sex, advantages and disadvantages, trends, sources of further information, and a selected bibliography.

214. **Office of Defense Transportation. Division of Transport Personnel.** Summary report—conference on womanpower in transportation, Washington, March 18–19, 1943. Washington, D. C., The Office, 1943. 26 p. mimeo.

Report of the discussion of the use of women in transportation by representatives of the transportation industries and of Government agencies. The fields of trucking, local transit, railroad, and aviation were covered; recruiting, selecting and training of women were discussed, and legislation affecting women in transportation for various States was outlined.

215. **Office of War Information. Magazine Section.** War jobs for women. Washington. U. S. Government printing office, 1942. 48 p.

Information is given about opportunities as nurses, WAVES, WAACS, WAFS, as civilian workers for the Navy and the Army, as war production workers in private industry, as agricultural workers, as clerical workers, as physicians, pharmacists, and as medical technicians. Training offered, rates of pay, and special problems are discussed.

216. **O'Malley, Patricia.** Women with wings. Scholastic, 42: 23–24, April 19, 1943.

Opportunities for women in many types of aviation work are described.

217. **Oppenheim, Beatrice.** Anchors aweigh! today 23,000 women work in shipyards. Independent woman, 22: 70–71, 90–91, March 1943.

Women work at various tasks in shipyards, ranging from naval architects to plant policemen.

218. ——— Tune in on radio jobs. Independent woman, 22: 104–106, 125, April 1943.

Opportunities for women in radio are described; article contains a brief discussion of some of the opportunities for instruction.

219. Our girls in uniform. Ladies home journal, 50: 63–69, 72–73, January 1943.

Accounts of the training and work of WAVES, WAACS, and Navy nurses.

220. Our land army is different. Saturday evening post, 215: 25, July 25, 1942.

Farmers are using more farm women and some city women and girls as helpers.

221. **Owens, Marion E.** Women personnel executives. Personnel journal, 20: 298–302, March 1942.

The report of a study of the duties, training, and education of women personnel executives in industry.

222. **Parry, Albert,** *ed.* What women can do to win the war. Chicago, Ill., Consolidated Book Publishers, Inc. undated. 64 p., illus.

This description of various fields of work for women contains information about where to apply for war production jobs, and where training can be obtained.

223. **Peckham,** (*Mrs.*) **Betty.** Sky hostess. New York, N. Y., Thomas Nelson & Sons, 1941. 84 p., illus.

Well-illustrated book describing in interesting detail the history, duties, qualifications, and training of air stewardesses. The background and atmosphere of the work, as well as hours, income, turn-over, numbers employed, and methods of obtaining employment, are also given.

224. Penn-Greyhound trains women for information service. Bus transportation, 21: 222–223, May 1942.

Training of girls for positions as telephone information clerks at a bus terminal in New York has been successful.

225. **Perkins, Frances.** Women's opportunity in industry. Journal of national association of deans of women, 4: 107–108, March 1941.

A short discussion of the types of war production and of essential civilian jobs into which women will go and of desirable working standards.

226. **Perrett, George St. J.** *and* **Holland, Dorothy F.** The Nation's health resources. Survey graphic, 31: 139–141, 165–167, March 1942.

Information on the medical personnel (physicians, dentists, nurses, and other technical personnel) now actively engaged and on the increased needs of the armed services and civilian population during the war. Nursing needs discussed at some length.

227. **Peterson, Florence.** Careers in labor relations. Chicago, Ill., Science Research Associates, 1943. 48 p.

Opportunities for women in labor relations are discussed briefly in chapter VIII.

228. Physicians for the Government service. Science, 95: 347, April 3, 1942.

Quotes Colonel Seeley of the Army Medical Corps on need of military services for physicians. The 8,000 women doctors in active practice and male doctors over 45 or unfit for service under that age are sources of replacement of physicians drafted into service.

229. **Pidgeon, Mary Elizabeth.** Women's work and the war. Chicago, Ill., Science Research Associates, 1943. 48 p.

As background, presents the need for women war workers, the national policy regarding their use, especially suitable processes, and a look to the future. Following chapters briefly discuss women in war manufacturing, transportation, agriculture, lumbering and mining, clerical work, professional service, Federal Civil Service, and in military service. Need, type of work done, training, and qualifications are usually given, and a special chapter is devoted to working conditions in war manufacturing plants.

230. **Planck, Charles E.** Women with wings. New York, N. Y., Harper & Brothers, 1942. 333 p., illus.

This story of women in aviation is full of names and events, past and current. Discusses women as pilots, aviation instructors, air stewardesses, aircraft factory workers, aeronautical engineers, meteorologists, and writers on aviation.

231. **Platt, Rutherford H.,** *ed.* The book of opportunities. New York, N. Y., G. P. Putnam's Sons, 1942. 506 p. (3d ed. rev.)

A new introduction and a supplement covering aircraft production, the liquor industry and war jobs distinguish this third edition of the author's "dictionary of jobs" from the second. As in former editions, the letter W preceding the name of the occupation indicates whether or not women are usually employed. A few lines of information on duties are given for each occupation and occasional information on working conditions, qualifications, and wages.

232. **Plunkett, Olive M.** The WAVES. Scholastic, 42: 30, April 1, 1943.

The work of the WAVES; the educational and physical requirements and training.

233. **Porter, Helen Louise.** Negro women's opportunities in dietetics. Journal of Negro education, 11: 14–20, Winter 1943.

Report of a study of opportunities open to Negro women to become dietitians, in hospitals, in commercial organizations, in high schools, and in colleges and universities.

234. **Porter, Sylvia F.** Careering through the war. Mademoiselle, 14: 100–101, 184–189, April 1942.

A report giving examples of the increasing employment and training opportunities for women in various fields mainly in business and technical work.

235. **Powers, John Robert.** The Powers girls. New York, N. Y., E. P. Dutton & Co., 1941. 215 p., illus.

The proprietor of an agency which for 20 years has supplied fashion models and models for advertisers, artists, and photographers illustrates from his own experience his description of: The qualifications for modeling; how models are trained; qualities which make them successful; the pay, hours, irregularity, and other features of modeling work. He also offers advice to those who wish to become models as well as to women generally who want to improve their appearance.

236. **Powers, William.** Woman question. Banking, 34: 32, April 1942.

Women in considerable numbers remained in banking after the last war and many women are being trained now for work in banks.

237. **Price, Matlack.** Hail to the girl technician! American girl, 25: 11–12, 46, September 1942.

A description of the job of mechanical drafting, with an outline of the aptitudes required and the training needed.

238. Psychologists in Army. Science newsletter, 41: 196, March 28, 1942.

Women psychologists are needed by the armed forces for various services like mental testing, planning for the reeducation of the wounded, etc.

239. Public health nurses. Vocational trends, 6: 14–15, March 1943.

Training required for public health nurses, wages, and types of work done.

240. Radio jobs for women. Science newsletter, 42: 315, Nov. 14, 1942.

A summary of Government positions open to women interested in radio operation or radio mechanics.

241. Railroad teaches women ticket sellers' technique. Railway age, 113: 465, Sept. 19, 1942.

A short intensive course is used to train women in the technique of ticket selling for railroads.

242. Recommended qualifications for public health nursing personnel, 1940–1945. Public health nursing, 34: 24–28. January 1942.

Outlines duties, preparation (general basic, postgraduate), and experience recommended by the Education Committee of the National Organization for Public Health Nursing for staff nurses and for supervisors and executives.

243. **Reeves, R.** Demand growing for women in aircraft industry. Civil aeronautics journal, 3: 102–112, April 15, 1942.

Women prove successful workers in airplane manufacturing plants in California.

244. **Revelli, William D.** Women can teach instrumental music! Etude, 61: 311, 345, May 1943.

A field is now opening to women as teachers of instrumental music to bands and orchestras in high schools.

245. **Robertson, Marian.** One in a thousand; the way of life in the road to Hollywood. Evanston, Ill. Row, Peterson & Co., 1941. 64 p., illus. (Way of life series edited by Eric Bender.)

A motion picture talent scout provides a picture of Hollywood and tells the story of a girl who step by step became the one in a thousand who passed the test.

246. **Rose, Virginia Dean.** Trends in home economics in public service. Women's work and education, 12: 1–7, December 1941.

Opportunities in teaching, in the Department of Agriculture, in the defense program, in other Government agencies and in semi-public agencies are discussed. A list of Civil Service examinations in home economics for the past 3 years is included.

247. **Rossell, Beatrice Sawyer.** Public libraries in the life of the nation. Chicago, Ill., American Library Association, 1943. 105 p., illus.

For young people of college age, opportunities in library work in urban, rural, school, and special libraries and in executive library work are described. Types of positions, functions, qualifications, salaries, future outlook, and opportunities for service are described in relation to libraries of different types. A bibliography, a directory of accredited library schools, a description of other training facilities, and information on the training facilities, on certification, and on library organization, and periodicals complete the book.

248. **Savord, Ruth.** Special librarianship as a career. New London, Conn., Institute of Women's Professional Relations, 1942. 15 p.

Describes distinguishing features of the special library; the work, qualifications, education, training centers, and earnings of the special librarian; the channels of entrance, the

advantages and disadvantages of the work, the work of the professional organization in the field. A bibliography is included.

249. **Scharf, Patricia Lee.** Opportunities for counselors in summer camps. Occupations, 20: 407–412, March 1942.

Changes in the philosophy of camp counseling and expended opportunities for less experienced younger candidates for camp jobs are noted in this article which discusses the nature of summer camps, the duties and requisites of all camp jobs, and the qualifications and salaries of counselors.

250. **Schneider, Florence Hemley.** Defense and the woman worker. Journal of educational sociology, 15: 260–271, January 1942.

Women are acceptable as workers in many jobs hitherto closed to them, as well as in the customary occupations. Standards already achieved should not be lost during the emergency.

251. **Schroeder, Joseph J.** A job in banking. Chicago, Ill., Science Research Associates, 1941. 48 p., illus.

Includes brief references to the relative opportunity of women and men for employment and promotion in banks.

252. **Schulz, Cecilia L.** Your career in nursing. New York, N. Y., McGraw-Hill Book Co., 1941. 205 p., illus.

A nurse describes the profession of nursing, duties, requirements, training, income, opportunities, and trends; offers suggestions to girls who want to become nurses; and answers typical questions they ask. Examples of nurses at work are given throughout.

253. **Scott, Louise Hollister *and* Belcher, Elizabeth Corson.** How to get a secretarial job. New York, N. Y., Harper & Brothers, 1942. 104 p.

Instructions on job-hunting written by a junior college business teacher and a YWCA associate director of vocational guidance. There is a special chapter on working for the Government.

254. **Seder, Florence M.** More light on wartime nursing. Occupations, 21: 643–645, May 1943.

The secretary of the Committee on Recruitment of Student Nurses of the National Nursing Council for War Service brings up to date the information on nurses originally presented in February 1942 in an article by Katharine Faville. Presents statistics showing current and future need; discusses available subsidies and proposed plan for a student nurse reserve; makes suggestions regarding possible obstacles that a girl may encounter in becoming a nurse; discusses future outlook; and refers counselors to sources of further information.

255. **Sellers, Marie.** Prospects for the 1942 graduate in business home economics. Journal of home economics, 34: 362–364, June 1942.

Opportunities for the home economics graduate in the field of business include work in food companies, home services, journalism, quantity food services, advertising, radio, and research.

256. **Sharpe, Helen.** Women in aviation. Practical home economics, 20: 182, May 1942.

A brief description of various jobs in the aviation industry.

257. She designs tires for bombers. International altrusan, 20: 11, June 1943.

A short account of the life and work of Chloe De Long who is employed to design tires for a rubber company.

258. **Shea, Nancy.** The WAACS. New York, N. Y., Harper & Brothers, 1943. 243 p., illus.

Describes the need for members of the WAAC, how they are organized, the type of work they do, their pay, and training.

259. Shipbuilding jobs for women. Vocational trends, 6: 10–11, May 1943.

A short description of welding with an account of other work done by women in shipyards.

260. Should I go to college? American journal of nursing, 42: 45–50, January 1942.

The advantages of a college degree to a nurse are presented in the form of typical cases of a staff nurse, a head nurse, a superintendent of nurses, a hospital superintendent, and a private duty nurse. An extensive bibliography is included.

261. Shuler, Marjorie, Knight, Ruth Adams, *and* Fuller, Muriel. Lady editor. Careers for women in publishing. New York, N. Y., E. P. Dutton & Co., Inc., 1941. 288 p.

After a first-chapter warning about the disadvantages of journalism the authors quote from and use successful women as examples in presenting information on the following occupations: Reporter, columnist, special writer, women's page and society editor, small-town reporter, proprietor of a news bureau, foreign correspondent, magazine writer (nine types of magazines), secretary to an editor, editorial assistant, book publisher, wholesale salesperson (books), book advertising and promotion, editor (general, children's books, textbooks), and literary agent. Special chapters are devoted to unusual careers of women in journalism and to suggestions on how to get a publishing job.

262. Shultz, Gladys. How to be a fashion designer. New York, N. Y., Robert M. McBride & Co., 1941. 141 p., illus.

A fashion writer and designer describes all phases of fashion designing and illustrating and offers suggestions to those interested in training for such work. The final chapter of this well-illustrated book is devoted to suggestions for obtaining the first job.

263. Silverman, Julia E. Power machine sewing. New York, N. Y., Richard R. Smith, 120 E. 39th Street, 1942. 220 p., illus.

Part 1 of this textbook on power machine sewing describes the occupations in a dressmaking plant, and discusses power machine operating as an occupation. Historical background, labor conditions and labor organizations, nature of the work, qualifications, education, training, hours, wages, and working conditions are described in detail.

264. Sinclair, Bernice J. My preview of Army nursing. American journal of nursing, 42: 17–18, January 1942.

An instructor in nursing describes her observations of Army nursing during a week at a Station Hospital.

265. Sioussat, Helen. Mikes don't bite. New York, N. Y., L. B. Fischer Publishing Corp., 1943. 303 p.

Chapter 12 of this first-hand account of broadcasting and broadcasters by a CBS executive, tells how to get a job in radio, describing qualifications and a CBS college recruiting and training experiment in 1936. The handicaps and opportunities of women in the field are frankly discussed.

266. Smith, Frances Aves. They sell air space. Business education world 23: 210–214, December 1942.

Women are trained by airline companies to make reservations for passengers and to act as traffic representatives. English, public speaking, geography, and transportation are studies which are valuable to girls who wish to do this work.

267. Spalding, Eugenia Kennedy. Professional adjustments in nursing. Philadelphia, Pa., J. B. Lippincott Co., 1941. 560 p. (2d. ed. rev.)

Chapters 5 to 10 survey the vocational opportunities and fields of work open to professional nurses; discuss nurses in military and public service; and offer practical suggestions for: Intelligently choosing a field of work; continuing education and professional growth; and securing, filling, and leaving a position. Extensive bibliographies and valuable and specific details characterize the discussion.

268. Spence, Elizabeth. Vacation down on the farm. Independent woman, 22: 110–111, April 1943.

Directions as to how to help agricultural production by spending a vacation doing farm work.

269. **Spencer, Lyle M.,** *and* **Burns, Robert K.,** *with the assistance of* **Louis W. Sedran.** Youth goes to war. Chicago, Ill., Science Research Associates, 1943. 223 p., illus.

The need for women in war work, and jobs for girls in the armed forces and in clerical, professional, and manufacturing work in wartime, are briefly discussed.

270. **Spencer, R. R.** Opportunities for women in war medicine. War medicine, 2: 574–579, July 1942.

Opportunities open to women physicians and to women trained to do medical research are increasing rapidly; the needs of the armed forces have decreased the number of men physicians and research workers. The postwar period should considerably enlarge opportunities for women in all fields of medicine.

271. **Stern, Edith M.** Nurses wanted: a career boom. Survey graphic, 31: 79–81, February 1942.

Describes need for nurses, their opportunities for service, the work of the public health nurse, industrial nurse, special nurse, institutional nurse, the teacher of nursing.

272. **Stetson, Helen Sloan.** You, too, can find a career. Independent woman, 20: 270–271, 286–287, September 1941.

Finding careers for older women as a career.

273. **Stitt, Louise.** Women's wartime employment. Journal of American association of university women, 35: 136–140, April 1942.

War has necessitated employment of many women in industries formerly closed to them, created openings for many professionally trained women, and increased the mobility of women workers.

274. **Strong, Earl P.** Wanted—stenographers. Business education world, 22: 577–578, March 1942.

A training consultant of the U. S. Civil Service Commission discusses the nature of Civil Service examinations for stenographers, method of application, the need for Government stenographers and for gearing teaching methods to the war situation.

275. **Sutherland, Dorothy.** Do you want to be a nurse? New York, N. Y., Doubleday, Doran & Co., 1942. 186 p.

A comprehensive summary of the work, qualifications, training, and working conditions of a professional nurse. The variety of fields and tasks is shown in brief sketches describing the duties of individual nurses.

276. Take your training on the job at Boeing Aircraft Co. Charm, 57: 32, 33, 74, 75, February 1943.

This is a short account of various jobs at an aircraft company. A list of schools where training is available, wages on different types of work, and suggestions as to where to apply for work are included.

277. **Taylor, Frank J.** Meet the girls who keep 'em flying. Saturday evening post, 214: 30, 31, 57–58, May 30, 1942.

An account of women airplane workers and their attitudes toward their work.

278. **Taylor, Hazel.** WAFS fly for the Army. Scholastic, 42: 10, May 17, 1943.

Flying experiences needed to qualify for Women's Auxiliary Ferrying Squadron.

279. These college women chose nursing. American journal of nursing, 42: 915–919, August 1942.

Report of a study of 212 nurses who were college graduates before entering the nursing profession. Many had been gainfully employed before becoming nurses.

280. They see through you. Vocational trends, 5: 10–11, March 1942.

The work of an X-ray technician. A discussion of training required and salary paid.

281. **Torson, Gladys.** Art of being a successful business girl. New York, N. Y., New York Home Library, 1943. 27 p.

A Government secretary tells how to be successful in an office. Includes parts repeated from an earlier publication by the same author "Ask my secretary."

282. Transportation jobs for women. Vocational trends, 5: 18–19, December 1942.

Women are needed as workers on railroads, buses, and in shipbuilding.

283. **Tuttle, W. Gerard.** Women war workers at Vultee Aircraft. Personnel journal, 21: 82–95, September 1942.

Women have worked successfully at an aircraft company in the West. Special problems such as dress, health, and unfamiliarity with mechanical processes are discussed. Equal pay for equal work and upgrading programs have proved profitable policies.

284. Twenty-five thousand women will be employed by armed forces in the field of radio. Science newsletter, 41: 196, March 28, 1942.

College women and women with amateur radio licenses are needed by the armed forces.

285. **Ufford, Charles W.** Occupations in rubber. Chicago, Ill., Science Research Associates, 1942. 48 p., illus.

Includes a chart showing occupations in which female workers are customarily employed.

286. **University of Chicago Round Table.** Women, work, and the war. A radio discussion by Col. Battley, Neil Jacoby, Frieda Miller, and William Ogburn. Chicago, Ill., University of Chicago, 1942. 27 p.

The needs of industry for women workers, the places where training is available, and some special problems arising out of the employment of women are discussed.

287. **U. S. Civil Service Commission.** Civilian war service opportunities for college and university students. Washington, U. S. Government printing office, April 1943. 80 p.

Discusses need for applicants for Civil Service positions for which college students or recent graduates are eligible and supplies information on duties, pay, education, and experience required. Additional comments usually indicate in each case the opportunities for women. Fields covered are: Junior professional assistant positions, accounting, administration, agriculture, economics and statistics, engineering, home economics, industrial arts, industrial management, law, library work, medicine and related fields, physical sciences, and social work.

288. ——— The first year. A study of women's participation in Federal defense activities. By Lucille Foster McMillin. Washington, U. S. Government printing office, 1941. 39 p.

Against the background of the work of women in Federal service prior to 1940, Commissioner McMillin describes their present activities in defense work. Statistics showing civilian employment in the executive branch of the Government, by sex, are given for June 1941, by agencies.

289. ——— Opportunities and work of nurses in the Federal service. Washington, D. C., The Commission, January 1942. 32 p., mimeo.

Describes where and with what agencies Federal nurses are employed. Emphasizes the present need for nurses and methods of making application; student nurse training programs at St. Elizabeth's and at Freedman's Hospital are also discussed. Copies of announcements of current Civil Service examinations open in the nursing field and copies of application form, as well as a summary outline of the principal requirements for nurse examinations, are given in the appendix.

290. ——— The second year. A study of women's participation in the war activities of the Federal Government. By Lucille Foster McMillin. Washington, U. S. Government printing office, 1943. 71 p., illus.

This is a description of the work done by women in Federal service to help in the war effort.

291. **U. S. Civil Service Commission.** Women in the Federal service. By Lucille Foster McMillin. Washington, The Commission, 1941. 53 p. illus.

This is the third edition of a report of women in Federal services. A history of the employment of women in the service is followed by a discussion of the employment of married women, the present position of women, with some brief biographies of outstanding women Federal employees, and an outline of training offered to women who wish to become Federal employees. Bibliography.

292. **U. S. Department of Commerce.** Industry offers increasing opportunities for women. By Raymond Reeves. Domestic commerce, 29: 3–6, 13, Mar. 19, 1942.

Some opposition was encountered by the first women hired in war production plants, but they are now acceptable workers in many occupations.

293. ——— Lumberjills reap forest harvest. Domestic commerce, 31: 15, 17, July 1943.

The shortage of men for forest industries has made a place for women, who operate saws, drive service locomotives, and mark lumber for grades.

294. ——— **Civil Aeronautics Administration.** Training and employment opportunities in aviation. Washington, D. C., The Administration, April 1942. 22 p. (Rev. ed.)

Page 19 briefly describes opportunities for women in all phases of aviation.

295. **U. S. Department of Labor.** Women are replacing men in office positions. Reprint, Labor information bulletin July 1943. 3 p.

Due to the war emergency, women are filling many office positions formerly held by men.

296. ——— Women now engaged in lumbering work. Labor information bulletin, 10: 8, June 1943.

The number of women employed by lumber companies has increased greatly. They perform many of the operations about lumber mills.

297. ——— Women's work in the electrical industry. Labor information bulletin, 10: 6–7, June 1943.

A study made in New Jersey by the Women's Bureau showed a considerable increase in the number of women electrical workers—hours worked and hourly rates were studied. Some data are given about the employment of women in electrical industries in the United States as a whole.

298. ——— **Bureau of Labor Statistics.** Employment of women in shipyards, 1942. By Eleanor Kennedy. Monthly labor review, 56: 277–282, February 1943.

A study of women in shipyards: Recruitment, training, types of work done, and efficiency as compared to men.

299. ——— ——— Employment outlook in full-fashioned hosiery industry. By Ruth E. Clem. Monthly labor review, 53: 821–848, October 1941.

A discussion of trends and dislocations of the full-fashioned hosiery industry caused by technological changes, the use of nylon hose, and the order prohibiting the processing of raw silk for civilian purposes. The transferability of displaced workers to other industries is also discussed.

300. ——— ——— Salaries of hospital nurses, 1940. Monthly labor review, 52: 1276–1277, May 1941.

Gives average monthly salaries of graduate nurses in nongovernmental general hospitals in the United States in the spring of 1940, by region and size of hospital.

301. ——— ——— Wages, hours, and working conditions in union bakeries, June 1, 1939. Washington, U. S. Government printing office, 1940. 39 p. (Bulletin no. 672.)

For both men and women employees, wages, hours, and various union provisions are discussed.

302. U. S. Civil Service Commission. Bureau of Labor Statistics. Women domestic workers in Washington, D. C., 1940. By Grace Fox. Monthly labor review, 54: 338–359, February 1942.

This is a report of a study of women domestic workers in Washington, D. C., made in 1940. Education of domestic workers, hours of work, wages, and attitude of workers toward their occupation are discussed.

303. ——— ——— Women in Federal defense activities. Monthly labor review, 54: 640–642, March 1942.

Women are used in Federal arsenals in loading munitions, and on gas masks as testers, and as power stitchers. They work as aircraft employees, doctors, nurses, welfare workers, and technicians. They fill many diverse positions in various Federal agencies.

304. ——— ——— Women in public housekeeping occupations in California. Monthly labor review, 56: 914–921, May 1943.

Wages and hours in California for cooks, housekeepers, and maids in hotels and hospitals are discussed.

305. ——— ——— Women's work in wartime. By Frances Perkins. Monthly labor review, 56: 661–665, April 1943.

This is a general picture of women's work in essential civilian activities and in war production, with a short discussion of the training offered to women workers.

306. ——— U. S. Employment Service. Job descriptions prepared by the Job Analysis and Information Section, Division of Standards and Research, June 1939. Washington, U. S. Government printing office, 1939–1941.

Job descriptions for domestic service and personal service occupations. 261 p., illus.

Job descriptions for the confectionery industry. 218 p., illus.

Job descriptions for the cotton textile industry, June 1939. 323 p., illus.

Job descriptions for the garment manufacturing industry, June 1939. 237 p., illus.

Prepared for use in public employment offices and based upon job analyses made in selected research centers by trained analysts, these descriptions outline duties, qualifications, equipment, and material used, working environment, and related jobs for each occupation. Processes are described and working conditions for the industry summarized. Bibliography.

307. ——— Women's Bureau. Earnings and hours in Pacific Coast fish canneries. Washington, U. S. Government printing office, 1941. 30 p. (Bulletin no. 186.)

A study of wages, hours, and work of men and of women engaged in fish canneries in 1939.

308. ——— ——— Earnings in the women's and children's apparel industry in the spring of 1939. Washington, U. S. Government printing office, 1940. 91 p. (Bulletin no. 175.)

This study included 216,461 employees in 4,692 firms in various States. The number of men and of women employed in different divisions of the industry, the earnings, and hours are discussed.

309. ——— ——— The employment of and demand for women workers in the manufacture of instruments—aircraft, optical, and fire control, and surgical and dental. Washington, U. S. Government printing office, 1942. 20 p. (Bulletin no. 189–4.)

A summary list of operations on which women can be used in the field of instrument making and a description of these operations.

310. ——— ——— Employment of women in the manufacture of cannon and small arms in 1942. By Margaret Kay Anderson. Washington, U. S. Government printing office, 1943. 36 p. (Bulletin no. 192–3.)

Statistics of women and of men working in small arms and in cannon factories, together with information on pay, hours, training, and personnel practices of employers.

311. **U. S. Civil Service Commission. Women's Bureau.** Employment of women in the manufacture of small-arms ammunition. Washington, U. S. Government printing office, 1942. 11 p.

Describes women's present and possible future employment in the manufacture of ammunition less than 1 inch in diameter.

312. ——— ——— Guides for wartime use of women on farms. Washington, U. S. Government printing office, 1942. 11 p. (Special bulletin no. 8.)

A discussion of problems incident to recruiting city women and other inexperienced workers for use as farm laborers. Recruiting agencies, housing, transportation, wages, and hours for women farm workers are discussed.

313. ——— ——— The migratory labor problem in Delaware. By Arthur T. Sutherland. Washington, U. S. Government printing office, 1941. 24 p. (Bulletin no. 185.)

A study of men and of women migratory laborers in canning factories in Delaware, in September 1940. Composition of family groups, age, residence, and wages were studied.

314. ——— ——— Office work in Kansas City, 1940. Washington, U. S. Government printing office, 1942. 74 p. (Bulletin no. 188–3.)

Men and women, numbering 11,942, employed as office workers in Kansas City, Kans., and in Kansas City, Mo., were studied. Information was obtained about character of occupation, education, experience, earnings, and hours of work. The personnel policies of the employing firms were also studied.

315. ——— ——— Office work in Los Angeles, 1940. Washington, U. S. Government printing office, 1942. 64 p. (Bulletin no. 188–2.)

This study of 18,500 office workers includes men and women. Education, earnings, hours of work, age, experience, and firm personnel policies were studied.

316. ——— ——— Office work in Philadelphia, 1940. Washington, U. S. Government printing office, 1942. 102 p. (Bulletin no. 188–5.)

Comprehensive report of a study of office work in Philadelphia based on a sample of 334 offices representing almost every field of clerical activity and employing 20,477. Training facilities and a study of the demand for clerical workers were also covered in the survey. The report describes the demand for and distribution of office workers, their education, experience, turnover, earnings, hours, training, and the personnel policies governing their employment. Office work in insurance offices, banks, telephone and telegraph companies, retail stores, and in the printing and publishing industry is described in particular, and comparisons are given for particular occupations in such groups as: Stenography, accounting, office machine operating, general clerical, special clerical, and administrative.

317. ——— ——— Office work in Richmond, 1940. Washington, U. S. Government printing office, 1942. 61 p. (Bulletin no. 188–4.)

This study of 7,912 office workers in Richmond includes for men and women, data about character of office occupations, education and experiences of office workers, hours, earnings, and the personnel policies of the employing firms.

318. ——— ——— Office workers in Houston, 1940. Washington, U. S. Government printing office, 1942. 56 p. (Bulletin no. 188–1.)

This is a report of a study of 5,815 men and women office workers. Age, training, wages, and hours were studied.

319. ——— ——— Primer of problems in the millinery industry. Washington, U. S. Government printing office, 1941. 47 p. (Bulletin no. 179.)

A study of the millinery industry, including seasonal variations, number of employees, wages.

320 ——— ——— Typical operations on which women are employed in war production, June 1943. Washington, D. C., The Bureau, 1943. 2 p., mimeo.

A summary of occupations in various war production fields in which women are employed successfully.

321. **U. S. Civil Service Commission. Women's Bureau.** War demands on the Nation's womanpower. Washington, D. C., The Bureau, 1943. 9 p. mimeo.

This speech by Mary Anderson, Director of the Women's Bureau, discusses the number of women needed as war production workers, types of jobs open to them, safety clothing for women workers, and the need for provision for the care of children of working mothers.

322. ——— ——— What job is mine on the victory line? Washington, U. S. Government printing office, April 1943. 6 p. (Leaflet no. 1.)

Information to the housewife and to the woman worker in nonessential industries about similarities between her skills and the skills required by war production industries.

323. ——— ——— Women's employment in aircraft assembly plants in 1942. By Ethel Erickson. Washington, U. S. Government printing office, 1942. 23 p. (Bulletin no. 192–1.)

This is the second of two surveys of aircraft assembly plants made by the Women's Bureau to "secure information on the employment of women, their numbers, the work they were actually doing, future plans, employment policies, hiring requirements, and practices affecting women."

324. ——— ——— Women's employment in artillery ammunition plants, 1942. By Martha J. Ziegler. Washington, U. S. Government printing office, 1942. 19 p. (Bulletin no. 192–2.)

The second of two surveys made by the Women's Bureau, covering the occupations of women in this industry, training and personnel policy of employers, age and other requirements, and general working conditions.

325. **U. S. Marine Corps. Women's Reserve.** Be a Marine. Free a Marine to fight. Washington, D. C., The Corps, 1943. 19 p., illus.

This recruiting pamphlet for the U. S. Marine Corps Women's Reserve describes the need for women Marines, qualifications for officers and enlisted personnel, pay and allowances, rank, advancement, training, types of service rendered, and procedure for enlistment. Questions most often asked by recruits are answered, and the offices of Naval and Marine Corps Officer Procurement are listed so that further information may be obtained from them by those not near a Marine Corps Recruiting Station.

326. **U. S. Navy Department.** Enlist in the WAVES. Serve in the Hospital Corps. Washington, D. C., The Department, 1943. 13 p., illus.

Recruiting leaflet which describes history of the Navy Hospital Corps and the duties, qualifications, ratings, training, advancement, pay, and allowances, and method of application of WAVES who serve in the Corps.

327. ——— How to serve your country in the WAVES. Washington, D. C., The Department, 1942. 15 p.

Describes the type of work WAVES do, the type of women needed, their training, uniform, pay, qualifications, advancement, opportunity, and quarters. Similar information is given regarding commissioned officers in the WAVES. Typical questions of applicants are answered and instructions concerning how to apply are given. Also lists the addresses of Offices of Naval Officer Procurement from which application blanks may be secured.

328. ——— How to serve your country in the WAVES or SPARS. Washington, D. C., The Department, 1943. 25 p., illus.

Describes the type of work done by women enlisted as WAVES and SPARS in the Navy and Coast Guard, the type of women needed, their training, uniform, pay, qualifications, advancement opportunity, and quarters. Similar information is given regarding commissioned officers. Typical questions of applicants are answered and instructions concerning how to apply are given. Also listed are the addresses of Offices of Naval Officer Procurement and recruiting stations from which application blanks may be secured.

329. **Von Miklos, Josephine.** Girls in overalls. Parents magazine, 18: 22–23, March 1943.

Observations about machine tool work; its demands on the worker and its rewards in money and in satisfaction.

330. **Veon, Dorothy H.** Job analyses of governmental positions in secretarial work. Journal of business education, 17: 13–14, 34, September 1941.

A summary of the requirements for various types of secretarial positions and a brief description of courses in these subjects set up by George Washington University.

331. WAAC officers take over. Journal of American association of university women, 36: 38–39, Fall 1942.

The first group of WAAC officers are to be employed in recruiting, in instructing new groups of WAACS, and in teaching motor transportation.

332. WAACS. First women soldiers join army. Life 13: 74–81, Sept. 7, 1942.

An illustrated article describing the life and drill at a WAAC camp.

333. **Wakefield, R. C.** Wire and wireless communications; trained women in the communications field. Public utilities, 29: 496–497, Apr. 9, 1942.

Women will be needed as technicians in the telephone field.

334. **Walburn, Nancy.** Nursing is a woman's job. Independent woman, 19: 208–210, 212, July 1940.

Educational requirements for the professional nurse are outlined. The cost of training, the fields of nursing, and opportunities for older women are discussed briefly.

335. **Wales, Marguerite.** The public health nurse in action. New York, N. Y., MacMillan Co., 1941. 437 p.

How public health nurses in the field apply the general principles they learn from standard texts is presented with the use of actual case studies and reports from all parts of the United States. An excellent presentation of the duties and spirit of the nurse written for the mature student.

336. **War Department.** Army without uniform. The story of the War Department's civilian training program. Washington, U. S. Government printing office (undated, pages not numbered), illus.

This description of the occupations of civilians working for the Army contains short accounts of women and of men in airplane repair departments; in clothing manufacture and on motor equipment; in making weapons and ammunition; in the Signal Corps; and in the Chemical Warfare Service. Information is given about where and how to apply for appropriate Civil Service Examinations.

337. **Women's Army Auxiliary Corps.** This is our war. Join the WAAC. Washington, D. C., The Corps, 1943. Folder, illus.

This recruiting folder illustrates the kind of work done by members of the Women's Army Auxiliary Corps, and describes qualifications, length of service, pay and allowances, rank, student enrollment, training, promotion, and method of enlistment.

338. **War Manpower Commission. Bureau of Program Planning and Review.** Survey of employment prospects for women in war industries, July to December 1942. The labor market, 28–37, November-December 1942.

A summary of the occupations open to women, the employers' attitude toward women as employees, and the changes occurring in opportunities for women workers.

339. War news and draft speed women in industry. Iron age, 150: 85–86, Sept. 24, 1942.

Due to shortage of men, many companies which formerly employed no women are now successfully using them as inspectors, crane operators, and shell loaders.

340. **Weary, Bettie.** Women work and fight to win. Occupations, 21: 99–105, September 1942. (Chapter XV in the Counselors Wartime Manual.)

Reviews, for counselors, wartime jobs for women in health services, war production, clerical service, Civil Service, professional fields, and in the Women's Army Auxiliary Corps. (Supplementary information covering the WAVES, the WAFS, and other new or changing opportunities for women is given in subsequent issues of *Occupations* in which the wartime manual is kept up-to-date.)

341. **Western Personnel service.** Pasadena, Calif. The Service, 1941.
You might like chemurgy as a career. 15 p.
You might like accounting as a career. 19 p.

These pamphlets discuss functions, qualifications, preparation, income, present and future opportunities, service, methods of entering the fields of chemurgy and accounting, respectively, and opportunities for women in these fields. Both include a bibliography.

342. **Wharton, Don.** New women workers speed plane production. Reader's digest, 40: 102–105, June 1942.

Experience of a California airplane factory in using women as production workers.

343. What nurses do. American journal of nursing, 42: 504–505, May 1942.

Brief, first-person accounts of their duties written by nurses engaged in various types of nursing in various parts of the United States.

344. **Whipp, Wendell.** How we put women to work. American machinist, 86: 1213–1215. Oct. 29, 1942.

Methods of introducing women into a factory using machine tools and their success as workers are discussed.

345. Will the war bring more lady employees? Public utilities, 29: 374–375, March 12, 1942.

More and more women will be needed in such work as reading meters and repairing and adjusting equipment, stoves, and refrigerators.

346. **Willard, Helen S.** Occupational therapy as a vocation. Occupations, 21: 208–213, November 1942.

Covers the great and growing need for occupational therapists, the nature of the work, training schools approved by the American Medical Association, nature of the required training, types of jobs in occupational therapy, salaries, placement facilities, and advantages and disadvantages. Suggestions regarding desirable college preparation and a bibliography conclude the article.

347. **Williamson, Maude** *and* **Lyle, Mary Stewart.** Homemaking education in the high school. New York, N. Y., D. Appleton-Century Co., 1941. 484 p., illus. (rev. ed.)

Chapter 1 of this text for teachers of homemaking describes the personal and legal qualifications for such work. Chapter 20 discusses methods of securing a teaching position in home economics and the following chapter offers suggestions for success in teaching.

348. **Woellner, Robert Carlton** *and* **Wood, M. Aurella.** Requirements for certification of teachers and administrators for elementary, secondary schools, junior colleges. Chicago, Ill. University of Chicago Press, 1941. 93 p. (1941–1942 ed.)

Gives degree, curriculum, and semester hour, academic, and professional requirements for teachers' certificates by States. Sources of information regarding teacher applications in the possessions of the United States and requirements recommended by regional and national accrediting associations.

349. Woman on the assembly line. American mercury, 55: 759–760, December 1942.

A short account of the training and work experience of a woman airplane assembler.

350. Woman engineers needed. Science newsletter, 42: 407, Dec. 26, 1942.

More women are needed as engineers, and more girls in school should be encouraged to study mathematics and physics in preparation for engineering courses.

351. Womanpower for orchestras. Musical digest, 25: 18, 19, 42–44, spring 1943.

The conductors of some of the leading orchestras in the United States tell of their experiences with women members of their orchestras.

352. Women and machines. Time, 39: 62–64, May 11, 1942.

Work and pay of women in war production plants. The attitudes of management and of fellow workers have become more hospitable.

353. **Women Flyers of America, Inc.** Some questions and answers. New York, N. Y., Women Flyers of America, Hotel Plaza, 2 p.

Describes nature, purpose, and membership arrangements of Women Flyers of America; the cost of learning to fly; and training arrangements through the organization.

354. Women supervisors—pro and con. Independent woman, 21: 306, 318–319, October 1942.

A symposium on the steps women should take to fit themselves for supervisory responsibilities; some discussion of the need for an increasing number of women supervisors.

355. Women take over small shell plant. Iron age, 150: 100, Sept. 10, 1942.

Women, trained in local school war production classes, are successfully working in a small shell department of a firm in Oil City, Pa.

356. Women workers in aircraft plants increase steadily. Iron age, 150: 76–78, Aug. 27, 1942.

Women are acceptable as workers on the West Coast because of the lack of men. Labor unions have received them as members.

357. **Woodford, Lois W.** Opportunities for women in chemistry. Journal of chemical education, 19: 536–538, November 1942.

War work furnishes abundant opportunities to women in the field of chemistry, but their continuance in the field and their success will depend on their personal adjustments to the demands of their employer, and their sound preparation and subsequent study.

358. **Wupperman, Alice.** Women in "American men of science." Journal of chemical education, 18: 120–121, March 1941.

A study of women listed in "American Men of Science" (6th edition) shows that the most favorable types of work available to women are teaching, research work, or government service in the following fields: Chemistry, botany, zoology, bacteriology, and nutrition.

OCCUPATIONAL BIOGRAPHIES AND FICTION

This section of the bibliography includes references to biographies and to autobiographies of women identified with particular occupations and to stories dealing with the occupational life of girls and women.

359. **Adams, Jean** *and* **Kimball, Margaret,** *in collaboration with* **Jeanette Eaton.** Heroines of the sky. Garden City, N. Y., Doubleday, Doran & Co., Inc., 1942. 295 p., illus.

Traces the history of women in aviation; presents brief biographies of 17 outstanding women pilots; and discusses new developments in the period 1935–42.

360. **Bartlett, Arthur C.** Find your own frontier. Boston, Mass., W. A. Wilde Co., 1940. 211 p.

Inspirational presentation of the work of some Americans who have found frontiers at their doorsteps. Included are sketches of Mrs. Janet Roper, Alice Rice Cook, Wanda K. Farr, Helen Hyland, and Mrs. Harold Irving Pratt.

361. **Block, Maxine,** *ed.* Current biography. Who's news and why, 1942. New York, N. Y., H. W. Wilson Co., 1942. 940 p.

Lists women leaders in the news for the period 1940–1942, and contains biographical sketches of many of them.

362. **Boylston, Helen Dore.** Sue Barton, superintendent of nurses. Boston, Mass., Little, Brown & Co., 1940. 239 p., illus.

A description of the work of the heroine of the Sue Barton Series, now a superintendent of nurses.

363. **Case, Victoria.** Good morning, I'm the county nurse. Saturday Evening Post, 213: 36–38, 79–81, 83, 84, May 17, 1941.

Experiences in the life of a county nurse, showing type of work she does.

364. **Chandler, Caroline.** Susie Stuart, M. D. New York, N. Y., Dodd Mead & Co., 1941. 232 p.

A novel which describes the heroine's medical training and interneship.

365. **Dahl, Crete.** Women's big business; department stores offer women diversified opportunities. Independent woman, 20: 106–108, 125, April 1941.

Short biographies of women who have been successful in the department store field as executives; with information about training, experience, and wages.

366. **Deming, Dorothy.** Ginger Lee, war nurse. New York, N. Y., Dodd Mead & Co., 1941. 227 p.

Army nursing in wartime is portrayed in this novel by the author of the Penny Marsh series.

367. ——— Penny Marsh finds adventure in public health nursing. New York, N. Y., Dodd, Mead and Co., 1940. 236 p.

The adventures of Penny Marsh, now Mrs. Bridgman, as a public health nurse in a rural county.

368. **Derricotte, *Mrs.* Elise Palmer; Turner, Geneva Calcier; *and* Roy, Jessie Hailstalk.** Word pictures of the great. Washington, D. C., The Associated Publishers, Inc., 1941. 280 p., illus.

Biographies of famous Negroes written for children in the intermediate grades. Among them are those of Marian Anderson, Phyllis Wheatley, Meta Fuller, May Jackson, Augusta Savage, Lucy Laney, Mary Bethune, Charlotte Hawkins, and Catherine Ferguson.

369. **Dickens, Monica.** One pair of feet. New York, N. Y., Harper & Bros., 1942. 310 p.

With a sense of humor the author describes her decision to become a professional nurse in wartime and her training and experiences in a London hospital.

370. **Eberle, Irmengarde.** Radium treasure and the Curies. New York. Thomas Y. Crowell Co., 1942. 105 p., illus.

The biographies of the scientists Pierre and Marie Curie.

371. **Gardner, Mary Sewall.** So build we. New York, N. Y., Macmillan Co., 1942. 273 p.

The director of a visiting nurse association uses fiction and conversational style to describe the work of a public health nursing organization, the people involved as workers and clients, and the spirit of service that makes it function.

372. **Gilson, Mary Barnett.** What's past is prologue. New York, N. Y., Harper & Bros., 1940. 307 p.

The autobiography of a woman pioneer in industrial relations.

373. **Hamilton, Alice.** Exploring the dangerous trades. Boston, Mass., Little Brown & Co., 1943. 433 p., illus.

The autobiography of a woman physician who became a specialist in occupational diseases.

374. **Harriman, *Mrs.* Florence Jaffray.** Mission to the North. Philadelphia, Pa., J. B. Lippincott Co., 1941. 331 p., illus.

The first woman to serve as United States Minister to Norway describes her 3 years of diplomatic service in that country and the Nazi invasion which forced her return to the United States.

375. **Huff, Warren, *and* Huff, Edna Lenore Webb, *eds.*** Famous Americans. Second series. Los Angeles, Calif., Charles Webb & Co., 1941. 641 p., illus.

Includes biographies of Grace Abbott, Martha Berry, Willa Cather, Carrie Chapman Catt, Frances Perkins, Eleanor Roosevelt, Mme. Schumann-Heink, and Ida B. Wise Smith.

376. **Lansing, *Mrs.* Elisabeth.** Cecily Drake, movie editor. New York, N. Y., Thomas Y. Crowell Co., 1940. 366 p.

A college girl prepares herself for editorial work and becomes a motion picture script editor. Recommended for older girls by Junior Literary Guild, September 1940.

377. **Logie, Iona R.** Careers in the making. (Second series) New York, N. Y., Harper & Bros., 1942. 243 p.

Prepared for high-school students, this collection of brief biographies of outstanding workers in various fields includes those of women in: Teaching, aviation, merchandising, industrial engineering, manufacturing, home economics, singing, and nursing (visiting).

378. **Lutes, Della T.** Country schoolma'am. Boston, Mass., Little, Brown & Co., 1941. 328 p.

The experiences and romance of a young country school teacher.

379. **Mallette, Gertrude.** Into the wind. New York, N. Y., Doubleday Doran & Co., 1941. 295 p.

A story which describes life in a hospital as experienced by a student nurse during her probationary period. Junior Literary Guild selection for older girls.

380. ——— Single stones. New York, N. Y., Doubleday Doran & Co., 1940. 296 p., illus.

The experiences of a college senior who helps her physician father supply information on medical research.

381. **Monahan, Florence.** Women in crime. New York, N. Y., Ives Washburn, Inc., 1941. 306 p.

For the mature reader, a penologist tells her life story and experiences in dealing with women inmates of penal institutions. Qualifications for employees in State penal institutions are discussed in chapter 20.

382. **Newbold, N .C., *ed.*** Five North Carolina Negro educators. Chapel Hill, N. C., University of North Carolina Press, 1940. 142 p., illus.

Includes a biographical sketch of Annie Wealthy Holland, teacher and State home demonstration agent.

383. **O'Malley, Patricia.** War wings for Carol. New York, N. Y., Dodd, Mead & Co., 1943. 279 p.

The romance of an ex-stewardess who serves as assistant to the vice president of an airline.

384. ——— Wider wings. New York, N. Y., Greystone Press, Inc., 1942. 273 p., illus.

The heroine of "Wings for Carol" becomes chief stewardess of an airline, responsible for hiring, training, and supervising other stewardesses. May 1942 Junior Literary Guild selection for older girls.

385. ——— Wings for Carol. New York, N. Y., Greystone Press, Inc., 1941. 320 p.

The training and work of an air stewardess is the background of this story.

386. **Pollock, Elizabeth R.** Yes Ma'am! The personal papers of a WAAC private. Philadelphia, Pa., J. B. Lippincott Co., 1943. 172 p.

In letters to her family a member of the Woman's Army Auxiliary Corps describes her first few months' experiences as an auxiliary.

387. **Porter, Ella Williams.** Sandra Kendall of the 4-H. New York, N. Y., Dodd, Mead & Co., 1942. 271 p.

A novel about a young home economist which describes her work in a rural community as a home demonstration agent.

388. **Redmond, Juanita.** I served on Bataan. New York, N. Y., J. B. Lippincott Co., 1943. 167 p., illus.

A lieutenant in the Army Nurse Corps who served in the Philippines from September 1940 through the siege of Bataan describes her experiences vividly and objectively.

389. **Rice, Alice Hegan.** The inky way. New York, N. Y., D. Appleton-Century Co., 1940. 282 p., illus.

The autobiography of the author of "Mrs. Wiggs of the Cabbage Patch."

390. **Simpson, Carmen McCormack.** Foreign correspondent; adventurous, resourceful American women risking their lives in the midst of modern warfare. Independent woman, 20: 6–8, 26, January 1941.

Short biographies of women who have achieved fame as foreign correspondents for newspapers.

391. ——— They're roving newscasters. Independent woman, 20: 135–136, 159, May 1941.

Biographies of several women who broadcast news from foreign studios.

392. **Stansbury, Jean.** Bars on her shoulders. New York, N. Y., Dodd, Mead & Co., 1943. 276 p., illus.

A story about a girl's decision to become a WAAC and her period of training as an officer candidate.

393. **Stern, Edith M.,** *in collaboration with* **Meta R. Cobb.** Betty Blake, O. T. New York, N. Y., Dodd, Mead & Co., 1941. 302 p.

A novel for older girls which describes the training and work of an occupational therapist.

394. **Taves, Isabella.** Successful women and how they attained success. New York, N. Y., E. P. Dutton & Co., Inc., 1943. 320 p., illus.

Brief success stories of 31 prominent women representing 20 different professional or business occupations and their advice to those who would follow in their footsteps.

395. **Urmston, Mary.** Forty faces. New York, N. Y., Doubleday, Doran & Co., 1942. 298 p., illus.

Her practice teaching gives Jean Madison and the readers of this novel an idea of what teaching a class of 40 children really means. Junior Literary Guild Selection for older girls, February 1942.

396. **Vehanen, Kosti.** Marian Anderson. New York, N. Y., McGraw-Hill Book Co., Inc., 1941. 270 p., illus.

Biography of a well-known singer written by her accompanist.

397. **Willson, Dixie.** Hollywood starlet. New York, N. Y., Dodd, Mead & Co., 1942. 342 p., illus.

This story of a "Miss America" and of two other girls who try for a screen career in Hollywood portrays the difficulties as well as the glamour behind the scenes.

398. ——— Hostess of the skyways, and of train, ship, and hotel. New York, N. Y., Dodd, Mead & Co., 1941. 352 p.

Information on the work of the airline stewardess, the train stewardess, the ship stewardess, and the hotel hostess is presented in fiction.

399. **Withington, Alfreda.** Mine eyes have seen. A woman doctor's saga. New York, N. Y., E. P. Dutton & Co., Inc., 1941. 311 p., illus.

The autobiography of a woman doctor which describes the early struggle of women in medicine, as well as her own medical training in the 80's in the United States and in Europe and her experiences as a physician in Massachusetts, in Laborador, in France during the World War, and in the Kentucky Mountains.

400. **Worthington, May.** Sally and her homemaking. New York, N. Y., Dodd, Mead & Co., 1941. 259 p.

A story about a young home economist and her work as an assistant and special writer on home economics, and later as a homemaker.

401. **Yost, Edna.** American women of science. Philadelphia, Pa., Frederick A. Stokes Co., 1943. 232 p.

Biographies of prominent American women in the field of science, located within a few hundred miles of New York City. Represents the fields of medicine, astronomy, chemistry, industrial engineering, zoology, physics, anthropology, and botany.

TRAINING OPPORTUNITIES

This section of the bibliography includes references to directories of schools and of colleges for women; directories of training facilities for occupations in which women are employed in considerable numbers; reports of surveys of the results of training women for war production; and information about scholarships and loan funds for women and girls.

402. **American Association of Medical Record Librarians.** Schools for medical record librarians. Approved by the American Association of Medical Record Librarians. 1942. 1 p., mimeo. (Available from corresponding secretary, Florence M. Fitzgerald. New Britain General Hospital, New Britain, Conn.)

Lists approved schools with name of instructor from whom further information may be obtained. Courses vary from 9 months to 4-year collegiate courses offered at St. Louis University and at St. Mary's Hospital, Duluth, Minn.

403. **American Association of Schools of Social Work.** Professional education for social work. Pittsburgh, Pa., The Association, 1942. 4 p. leaflet.

Points out that 10,000 men and women find employment in social service agencies and institutions and that thousands more are needed for war services in addition to the 100,000 social workers who carry on their regular activities. Mentions briefly immediate needs, the variety of social services, the social importance of the work and its satisfactions and standard professional training; and lists 42 member schools of the American Association of Schools of Social Work.

404. **American Library Association.** Accredited library schools. Chicago, Ill., The Association, 1942. 2 p.

A list of schools accredited by the American Library Association.

405. **American Occupational Therapy Association.** New York, N. Y., The Association, 1942.

List of approved schools. 1 p.
Minimum standards for training in occupational therapy. 2 p.

Standards for training and lists of schools offering training in occupational therapy which have the approval of the American Medical Association.

406. **American Vocational Association.** Vocational schools train women for wartime jobs. Journal and news bulletin of the American vocational association, inc., 17: 67–71, May 1942.

An overview of the vocational school training of women for war production jobs with digests of reports from California, Kansas, Maryland, New Jersey, New York, and Pennsylvania.

407. **Bedell, Earl.** Training women for wartime industries. Industrial arts and vocational education, 32: 1–4, January 1943.

A discussion of some of the problems incident to training women as war production workers, courses to be given, safety and health precautions to be taken.

408. **Dallas, Helen.** Training for defense: preparing a backlog of women workers. Independent woman, 20: inside cover, 122, April 1941.

A plea for training women in advance of the need, to be ready for defense work.

409. **Eells, Walter Crosby,** *ed.* American junior colleges. Washington, D. C., American Council on Education, 1940. 585 p., 1st ed.

A companion volume to Marsh's directory of American Universities and Colleges, this directory lists alphabetically 494 junior colleges recognized by national, regional, or State accrediting associations. For each college the enrollment by sex is given, as well as information on such items as: Type of school, location, accreditation, admission and graduation requirements, fees and expenses, staff, curricula, and student aid. A special listing of 80 junior colleges for women is given in appendix V. Accompanying a discussion of the present status of the junior college movement is a map of the United States showing the location of coeducational junior colleges and those exclusively for men and those exclusively for women.

410. **Elwood, Everett S.** Occupational therapy in time of war. Crippled child, 19: 144, 161–163, April 1942.

Describes three special training programs to meet increased need for occupational therapy: Refresher courses, training of volunteer assistants, and accelerated programs covering the regular curricula. Lists 4 new schools which have been established recently bringing the total number of approved schools to 10. States "the demand for well-trained therapists will continue to exceed the supply for years to come."

411. **Federal Security Agency. U. S. Office of Education.** Colleges and universities; enrollment of women encouraged by ESMDT. Education for victory, 1: 8, 9, Mar. 16, 1942.

Women are enrolling in greater numbers in engineering, science, and management defense training courses in colleges and universities. Industry recognizes the need for such trained women.

412. ——— ——— Engineering, science and management war training. Information bulletin undated. 2 p. mimeo. (ESMWT—Misc. 2007.)

Information about details of ESMWT, including directions to prospective enrollees.

413. ——— ——— Engineering, science and management war training. List of institutions where training is offered. undated. 18 p. mimeo. (ESMWT Misc. 15–K.)

A list of colleges and universities where courses in Engineering, Science and Management War Training are offered, with the names of institutional representatives of this program.

414. ——— ——— Fifty-five thousand students needed in schools of nursing. Education for victory, 1: 26, Dec. 1, 1942.

There is a shortage of nurses for civilian service as well as for the Army and the Navy. A summary of this need, of the education required, and of funds available to assist schools of nursing is included.

415. ——— ——— Home economics in degree-granting institutions. Washington, D. C., the Office, 1941. 3 p. and appendix. processed.

This study, the result of a questionnaire returned by 404 colleges and universities, gives information about enrollments, faculty, courses, degrees, and credits in home economics. Particulars about various institutions are given.

416. ——— ——— Home nursing courses in high schools. By Rall I. Grigsby. Washington, D. C., the Office, 1941. 18 p., illus.

Describes the need for instruction and three sample courses in home hygiene and home nursing, and discusses the preparation of subsidiary or nonprofessional workers in nursing.

417. ——— ——— Institutions giving professional training in physical and health education. Revised by Stella B. Sebern. Washington, D. C., the Office, 1940. 15 p. mimeo.

Colleges admitting women students are indicated in this directory which lists by States the colleges and universities offering a bachelor's degree with physical education as a major subject, those offering a bachelor's degree with health education as a major subject,

teachers colleges offering a bachelor's degree with physical education as a major subject, and teachers colleges offering a bachelor's degree with health education as a major subject.

418. ——— ——— Junior engineer course for women. Education for victory, 1: 12, Jan. 1, 1943.

Women college graduates are needed to prepare for positions as junior engineers. An outline of courses open and a statement of wages are given.

419. ——— ——— Nurse-training schools in the United States. Education for victory, 1: 26, 28, May 15, 1942.

A summary of statistics compiled on 1,304 nursing schools in a survey of nurse-training schools for the year 1938–39 for the Biennial Survey of Education. Covers size of enrollment and faculty, length of training courses, educational requirements for entrance, also expenditures, and statistics on training schools for Negroes.

420. ——— ——— Nursing education. Education for victory, 1: 20, Oct. 15, 1942.

A short account of Federal funds available for the training of nurses.

421. ——— ——— Public vocational schools and the war. Education for victory, 1: 27–30, Mar. 15, 1943.

An account of the training facilities for war production work offered through public vocational schools. Included are data about women trainees.

422. ——— ——— Training women defense workers. By Louise Moore. Washington, D. C., the Office, Jan. 9, 1942. 9 p. mimeo. (Misc. 3489)

Presents a picture of the training of women for defense industries in the early part of 1942. The discussions of special training methods, of types of positions, of sources of women workers, and of the cost of installing washroom and toilet facilities are applicable to an expanded war training program.

423. ——— ——— Training women in engineering, science and management. Education for victory, 1: 20, Nov. 16, 1942.

More women are needed in technical fields. Free training is offered in various colleges and universities.

424. ——— ——— Vocational schools asked to speed up training defense workers. Education for victory, 1: 5–6, April 1, 1942.

This article tells of the increasing numbers of women in defense training programs. Details are given of enrollments of women in classes in a number of States and in a variety of courses.

425. ——— ——— Vocational training for defense workers. Education for victory, 1: 16, 17, April 15, 1942.

Increasing numbers of women have enrolled in defense training classes, particularly in the training classes for mechanic learners.

426. ——— ——— Vocational training for war production workers. Education for victory, 1: 16–17, March 1, 1943.

A statistical study of the persons trained in vocational schools for war production work; the study includes women.

427. ——— ——— Vocational training speeds building of new planes and ships. Education for victory, 1: 3–4, Feb. 1, 1943.

Some assets of women as workers are enumerated, and an account is given of their training in vocational schools.

428. ——— ——— War production training, first quarter progress report. Education for victory, 1: 11–12, Dec. 1, 1942.

Women are included in most of the training programs for war production workers.

429. ——— ——— War production training; speeding up war production program. Education for victory, 1: 21–22, Dec. 15, 1942.

An account of the trends in vocational training for war production workers, including women. The War Manpower Commission policy on recruitment, training, and employment of women workers.

430. **Greenbie, Marjorie Barstow.** New skills and how to acquire them; women in defense industry. Independent woman, 20: 175, 186, 187, June 1941.

An article telling of training opportunities open to women desiring to acquire skills useful in defense work.

431. ——— Women work for victory. Independent woman, 21: 8–10, 26, January 1942.

Training courses for women defense workers, and opportunities for women as war production workers are discussed.

432. **Halsall, Frederick.** Machine shop training for women. Industrial arts and vocational education, 32: 151, April 1943.

A brief report on selecting, testing, and training women as machine tool operators, with some suggestions as to best methods of keeping interest of trainees.

433. **Hosp, Helen M.** Report of American Association of University Women Survey on courses to train women for foreign relief and rehabilitation work in the post-war period. Washington, D. C., The American Association of University Women, spring 1943. 12 p. mimeo.

Report of a survey of colleges and universities on the membership list of the American Association of University Women to determine the extent to which courses training women for post-war foreign relief and rehabilitation work are being offered. A number of specific programs are outlined and problems are discussed. The need for a Government statement on the possible need for such workers is emphasized.

434. How is enrollment to be increased? American journal of nursing, 42: 417–419, April 1942.

Presents results of February 1942 study of 426 nursing schools. Concludes that three-fourths of the schools had reached their maximum capacity with present facilities; that lack of funds and facilities are closely related; and that a lack of qualified applicants exists.

435. **Institute of Women's Professional Relations.** Directory of colleges, universities, and professional schools offering training in occupations concerned with art in industry. New London, Conn., The Institute, 1940. 390 p.

A directory of collegiate and noncollegiate schools offering training in art, architecture, arts and crafts, ceramics, cartooning, costume designing, display work photography, occupational therapy, textile designing of all types, fashion illustration, graphics, interior decorating, lithography, marionette work, wood carving, museum work, toy making, typography. Location, size, length of course, curriculum, degrees, estimated expenses, and scholarships are covered.

436. **Keyes, T. E.** Connecticut State Trade Schools train women for industry. Industrial arts and vocational education, 31: 95–97, March 1942.

A short history of the training of women as war production workers in the State Trade Schools of Connecticut.

437. **Kleeman, Rita Halle.** The college girl goes to war. Independent woman, 22: 18–19, January 1943.

A short description of college courses offered at women's colleges to prepare students for war jobs.

438. **National Nursing Council for War Service.** Information concerning scholarships and loan funds available to students in schools of nursing. New York, N. Y., The Council, 1943. Leaflet.

Lists available scholarships and sources of further information on scholarships for student nurses.

439. **Nienburg, Bertha M.** Present and future needs for women in war industries. American vocational association journal and news bulletin, 17: 3–4, February 1942.

Discusses existing employment of women in war plants and the Women's Bureau view regarding the training of girls. ". . . the school should give her a general acquaintance with raw materials and basic processes used in related local industries or services; a knowledge of shop conditions and industrial procedure; a recognition of her personal responsibili-

ties to her employer and to her fellow workers; an understanding of collective bargaining and the protection labor legislation affords; and the school should develop work habits and necessary dexterities that will make transfer from school to industry simple and the learning of specific skills on the job a quick process."

440. Opportunities for medical women, 1942. Medical woman's journal, 167–180, June 1942.

Lists hospitals by State and city, giving number of women interns and resident physicians now serving and openings for women as reported on questionnaires returned by 866 hospitals, 463 of which are listed as taking or willing to take women interns or residents, a decided increase over previous years.

441. **Patterson, Homer L.**, *comp. and ed.* Patterson's American educational directory, vol. 38. Chicago, American Educational Co., 1941. 1054 p.

Includes special list of colleges and preparatory schools for girls, by States, giving location and name of president or head.

442. **Sargent, Porter.** Handbook of private schools for American boys and girls. Boston, Mass., The Author, 11 Beacon St., 1942. 1151 p. 26th edition.

Directory of private schools and selected camps arranged by region. Location, enrollment, tuition, number on faculty, date of origin, and accreditation are among the items of information given for each school. A special listing of girls' schools and junior colleges is given by price range, by type, and special curricula or facilities.

443. **Slack, Gene.** Tennessee's airwomen; aviation research instructor school for women. Flying, 32: 46–47, May 1943.

The first training program of the Tennessee Bureau of Aeronautics prepared 10 women to become instructors of air cadets. A brief outline of their preparation is given.

444. Social work fellowships and scholarships. Compass, 24: 22–31, January 1943. (American Association of Social Workers, 130 E. 22d Street, New York, N. Y.)

Latest annual list of available fellowships and scholarships for training in the field of social work.

445. **Symons, T. B.** Women's Land Army. School and college placement, 2: 46–49, May 1942.

The dean and director of extension of the University of Maryland describes a special training course for women interested in serving as farm workers.

446. **War Manpower Commission. Bureau of Training. Apprentice Training Service.** Training women workers as observed in three large war production plants. By Mary Curran. Washington, D. C., The Commission, January 1943. 11 p. mimeo.

Describes trainee selection, orientation training, training on the job, foreman attitude toward women in production, women as supervisors and foremen, hours, turnover, adjustment of facilities, safety instruction, and clothing in three war production plants in the Philadelphia area which give training to women workers on the job.

447. ——— **Women's Labor Supply Service.** Training women for war work. By Thelma McKelvey. Washington, D. C., June 15, 1942. 4 p.

Describes the major types of training now being offered to equip women for work in war industries and states that on-the-job training can equip 70 percent of the new workers hired by industry.

POLICIES AND PRACTICES IN THE GUIDANCE AND EMPLOYMENT OF WOMEN

This section of the bibliography includes references to policies and practices in the vocational guidance of women and in recruiting and employing them. Included are a number of publications which deal with special problems arising out of the necessity for assimilating large numbers of women in new industries and in industries which employed few or no women before the war.

448. **American Association for Adult Education.** Women in defense. New York, N. Y., The Association, 1941. 23 p., illus.

In popular style, this pamphlet discusses some of the problems of a wartime economy.

449. **American Management Association.** Assimilating women workers—reducing absenteeism. New York, N. Y., The Association, 1942. 35 p. (Production Series no. 141.)

Includes a report of a panel discussion on the problems of assimilating women workers in war plants in which they have not customarily been employed.

450. ——— Selecting and placing women workers. By Millicent Pond. New York, N. Y., The Association, 1942. (Production series no. 138, p. 14–20.)

Turn-over of women workers, training, hours, and rate of pay are discussed.

451. ——— Solving the manpower problem. New York, N. Y., The Association, 1942. 28 p. (Production series no. 138.)

This pamphlet contains a discussion of the best methods of selecting women workers, quick training for them, and proper placement; optimum hours of work for women are considered.

452. ——— Wartime office personnel problems. New York, The Association 1942. 43 p. (Office Management Series no. 97.)

This pamphlet on the selection, training, compensation, and turnover of clerical workers includes a discussion of employing and of upgrading women workers for men's jobs.

453. **Anderson, Roy N.** Review of clerical tests. (1929–1942.) Occupations, 21: 654–660, May 1943.

Reviews the following clerical tests published since 1929, describing them, and reporting on their validity: Minnesota Vocational Test for Clerical Workers; Detroit Clerical Aptitudes Examination; Standard Clerical Profile Test; Chicago Test of Clerical Promise; O'Rourke Clerical Aptitude Test, Junior Grade (Clerical Problems), Form A, and Junior Grade (Reasoning Test), Form A; General Clerical Test, P. C. I. Selection Form 20. Names of authors and sources are given in each case and conclusions are presented.

454. Aptitude test; women take examinations to see what kind of war work they can do. Life, 14: 43–45, Feb. 1, 1943.

An illustrated description of several aptitude tests for prospective women industrial workers.

455. **Baker, Helen.** Women in war industries. Princeton, N. J., Industrial Relations Section, Princeton University, 1942. 82 p.

This report discharges the purpose stated in its foreword "to summarize the principal personnel problems facing industry in connection with the greater employment of women and to evaluate the methods which have been used to meet these problems in the United States and Great Britain." It is intended to aid industrial executives and Government and trade union officials assisting in the change. Problems are arranged under: Selection and placement, induction and training, hours of work, wage rates and wage policies, health and safety, problems outside the plant affecting women's work in industry (transportation, housing, recreation, provision for care of children of working mothers).

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456. **B'Nai B'Rith Vocational Service Bureau.** Jobs for victory. A model vocational guidance program for meetings of B'Nai B'Rith girls. Washington, D. C., Women's supreme council, the Bureau, 1942. 29 p.

Offers suggestions regarding chairmen's remarks, outside speakers, use of motion pictures and a counseling demonstration for vocational guidance meetings for groups of girls. Also supplies current information on women in war activities and a bibliography.

457. ———. Victory through womanpower. A guide to the planning of educational rallies on war work for women. Washington, D. C., the Bureau, 1943. 10 p., illus.

Quotes War Manpower Commission policy on the recruitment, training, and employment of women in war work and makes suggestions for recruiting campaigns in local communities.

458. **Federal Security Agency. Social Security Board.** Womanpower: The key to manpower. Employment security review, 9: 3–28, December 1942.

This article considers the statistics of women working and available for work, occupations suitable for women, types of training, union attitudes toward women workers, and methods of recruiting women.

459. ——— ——— **Bureau of Employment Security.** Dictionary of occupational titles. Part 4. Entry occupational classification. Prepared by the Occupational Analysis Section, U. S. Employment Service Division. Washington, U. S. Government printing office, 1941. 108 p.

Describes the system developed for the classification of applicants at public employment offices who have not had experience or specific training. Specific examples are given for many fields, such as child care and cooking, showing how background and training factors are used to arrive at an early classification.

460. ——— **U. S. Office of Education.** Coordinating the resources of women's colleges with industries employing women. Education for victory, 1: 6–7, March 15, 1943.

A report of a conference called to further the coordinating of the resources of women's colleges to make college women useful as war production employees.

461. ——— ——— Wanted—women war production workers. Washington, The Office, June 1943. 22 p. mimeo.

This guide, prepared primarily for the use of counselors of girls and women, offers information about training available, and about assistance which may be given to help girls and women in their choice of war production work.

462. **Ginzberg, Eli.** College-trained women and the war effort. Educational record, 23: 252–260, April 1942.

Women with specialized college training need better counselling and more refresher courses; in the case of undergraduates, better work should be done in encouraging girls to select fields where present shortages of trained professional workers exist.

463. **Hickey, Margaret A.** The role of women in the war effort. Occupations, 21: 203–207, November 1942.

This is a discussion of the job of the Women's Advisory Committee of the War Manpower Commission and of some problems involved in the selection, training, and employment of women in war production. Community and post-war problems are briefly discussed and suggestions offered to women's organizations as to what they can do to help.

464. **Manufacturers Association of Connecticut, Inc.** Womanpower to supplement manpower. Hartford, Conn., The Association, 1942. 32 p., illus.

This pamphlet suggests to employers methods of breaking down jobs so that women can be employed advantageously. Such matters as recruiting, training, and supervising women are discussed. Absenteeism, the provision of sanitary facilities, and the establishment of day nurseries are given brief consideration.

465. Margin now is womanpower. Fortune, 27: 98–103, 222, 224, February 1943.

A discussion of the constantly enlarging field of war production work for women, and some of the problems involved: Safety, clothing, shifts, training, care of children.

466. National Foremen's Institute, Inc. Supervising the woman war worker. Deep River, Conn., The Institute, 1942. 34 p.

Addressed to foremen in war plants, this pamphlet lists some of the jobs women are doing in war industries and those which they can do after training of from 2 to 6 months. It discusses the hiring and induction of women workers, policies with regard to wages, safety measures, uniforms, training, and the handling of reprimands.

467. National Industrial Conference Board. Women in factory work. New York, N. Y., The Board, 1942. 52 p. (Conference board reports. Studies in personnel policy no. 1.)

A report on types of work which women can do; recruitment, selection, orientation, supervision, pay, hours of work, fatigue, clothing, absenteeism, and provision of special facilities for women are discussed.

468. Output: ladies welcome. Newsweek, 20: 56, 59, 60, Nov. 30, 1942.

A short discussion of the wide use of women in war production industries, and such problems as supervision, training, wages, and safety.

469. Recommendation of the Conference of the Council of Guidance and Personnel Associations, Jan. 15–18, 1943, New York, N. Y. Occupations, 21: 46–48, April 1943.

The Council of Guidance and Personnel Associations met with representatives of various government agencies and of labor and industry to consider "to what ends and in what way the influence of counselors of youth should be directed at this time." Recommendations 8, 19, and 39, concerning girls and women exclusively, direct attention to the demands of military services into which girls will enter, of production work, of essential civilian services; they are concerned also with the necessity for selecting and training girls who will serve at centers entertaining service men.

470. Some guides in employing women. Highlights (Family Welfare Association of America), 4: 9–11, March 1943.

Women with young children need special counselling and assistance in making arrangements for the care of their families before they go into war production work.

471. U. S. Department of Labor. Bureau of Labor Statistics. Employment in war work of women with young children. Monthly labor review, 55: 1184–1185, December 1942.

Various plans made by Federal, State, and local organizations to care for the children of working mothers are described.

472. ——— ——— Enrollment campaigns for women workers, 1942. Monthly labor review, 56: 488–490, March 1943.

An outline of plans tried in various localities to enlist women for war production work, with suggestions as to how these plans can be most successful.

473. ——— Women's Bureau. Effective industrial use of women in the defense program. Washington, U. S. Government printing office, 1940. 22 p. (Special bulletin no. 1.)

This bulletin discusses the types of jobs on which women have proved most efficient and lists various facilities and safety precautions which will insure maximum production. Among these are provisions for guarding machinery, the provision of proper seats, and of lunchrooms and dressing rooms.

474. ——— ——— Recreation and housing for women war workers. A handbook on standards. By Mary V. Robinson. Washington, U. S. Government printing office, 1942. 40 p. (Bulletin no. 190.)

A discussion of standards and policies for a recreation program for women war workers, of housing, and of other welfare problems, such as transportation and the care of children of working mothers.

475. ——— ——— Report of a conference on women in war industries. Washington, The Bureau, 1943. 71 p. mimeo.

This report includes papers read and discussions on the types of jobs which women can fill, hours of work, industrial safety, and health standards, and the adjustments necessary to reduce absenteeism and increase production of women workers.

476. **War Manpower Commission.** Planning and conducting a campaign for the enrollment of women in wartime employment. Washington, The Commission, 1943. 14 p. processed.

Outline of plans for recruiting women for employment, including an analysis of difficulties, suggestions as to cooperation with existing agencies, and recruiting devices.

477. ——— Policy on recruitment, training, and employment of women workers. Washington, D. C., The Commission, 1942. 3 p. mimeo.

This statement of policy includes a short discussion on training, wages, hours of work, and use of women workers with young children.

478. ——— **Bureau of Program Requirements.** Experience in the use of part-time workers. The labor market, p. 22–31, March-April 1943.

A discussion of plans for using male and female labor on a part-time basis in different localities in the United States.

479. **War Production Board. Labor Division.** Increasing war production through employment of women. Washington, D. C., The Board, March 1942. 4 p. (Bulletin no. 7.)

Discusses special factors to consider in employing women for war production; presents brief observations on the selection, placement, and in-plant training of women.

480. Woman's place; surveys show that not only can they do the job but that they often do it better. Business week, no. 663: 20–22, May 16, 1942.

Employers of women on jobs formerly held by men find that women require less supervision than men, have fewer accidents, damage fewer tools.

481. Women, now! Business week, p. 72, 76, 78, 80, Jan. 9, 1943.

A discussion of the best way to recruit women needed as war production workers, including a brief description of some of the jobs women do in various firms.

482. Women's bosses. Modern industry, 4: 38–43, Sept. 15, 1942.

Problems of supervising women industrial employees are discussed and the following practices are suggested: The use of women in the personnel department to interview applicants, the assignment of a few older women to any large group of young girls in a plant, preparation of male supervisors and workers for introduction of women, diluting the supervisory force through use of women subforemen and gang bosses, employment of women counselors to operate between the male production supervisors and women workers.

483. Women speed war work. Science digest, 12: 39–41, August 1942.

Output of women war production workers often exceeds men's. They work best on jobs requiring patience, care, and alertness.

484. Women supervisors get more work out of women workers, Chicago meeting is told. American machinist, 86: 742–745, July 9, 1942.

Discussion of some of the problems of employing women: Women supervisors; lifting heavy weights; safety clothing.

485. Women work for victory. Safety engineering, 83: 6–8, June 1942.

Women can be trained like men to be good war production workers. There are a few physical limitations.

486. **Zeller, Dale.** War-time education for girls. Bulletin of the national association of secondary school principals, 27: 57–64, April 1943.

Discusses confused thinking on problems of girls in wartime, the effect of the war upon the adolescent and the need for work experience for girls as well as for boys. Stresses that education should not be curtailed; that opportunities for community service should be utilized; and that superior girls should not be stampeded, but prepared thoroughly for college.

487. **Zorbaugh, Grace S. M.** Vocational information conferences at Ohio State University. Occupations, 21: 376–380, January 1943.

Responsible for a number of highly successful vocational information conferences for women at Ohio State University, the author discusses some questions of interest to those who plan similar conferences.

WOMEN'S STATUS WITH RESPECT TO WORK AND EDUCATION

This section of the bibliography includes references concerning the status of women in the labor market and the problems confronting special groups of women in their vocational adjustment. Also included are references on legislation, work standards, and health and safety which are not identified with a particular occupation or included with a discussion of other aspects of the employment of women.

488. **Abel, Theodora M.** *and* **Kindler, Elaine F.** The subnormal adolescent girl. New York, N. Y., Columbia University Press, 1942. 215 p.

A comprehensive study of the problems of the subnormal adolescent girl (with an I. Q. between 50 and 89) based on research and daily contacts over a period of years with such girls in a variety of situations. Chapter 3, which presents problems encountered at school, also discusses the duties and desirable qualifications of the teacher of subnormal adolescent girls. Chapter 4 presents their problems of vocational adjustment.

489. **Federal Security Agency. U. S. Office of Education.** Safety for the worker. By Agnes Martocci. Washington, U. S. Government printing office, 1942. 12 p.

Written for school use, this leaflet discusses the safety principles and practices every worker going into war production should know.

490. ——— ——— *and* **U. S. Department of Labor, Division of Labor Standards.** The worker, his job, and his Government. Washington, U. S. Government printing office, 1942. 63 p.

This "introduction to Federal Labor Laws" prepared for school use supplies a needed reference for vocational, occupational, and social studies classes in which young women are prepared for their role as productive workers.

491. **Gardner, Mona.** Only grandmothers need apply. Ladies home journal, 60: 24–25, 58–60, June 1943.

Many industrial plants are finding that older women prove more satisfatory than younger women as workers.

492. **Hinrichs, A. F.** Trends and planning for future economic development. Washington, D. C. U. S. Department of Labor, Bureau of Labor Statistics, 1942. 8 p. mimeo.

A significant address on the present and probable future position of women in the total picture of the Nation's labor force in wartime and the importance of the observed trends to education and to the post-war world.

493. **Lloyd-Jones, Esther,** *and* **Fedder, Ruth.** Coming of age. New York, McGraw-Hill Book Co., 1941. 280 p.

Chapter V on effective vocational activity discusses vocational adjustments peculiar to women and the vocational problems of married women.

494. **Mettert, Margaret T.** What the woman worker should wear. Occupational hazards, 3: 16–18, 20–21.

Describes suitable foot, head, hand, and eye protection and suitable uniforms for women being called into defense industries.

495. **Mitler, Frieda.** Women and their jobs. Survey graphic, 32: 182–184, 227–228, May 1943.

A discussion of women's new work experiences and the effect of these experiences and women's post-war desire for employment.

496. **Puckett, Pearl P.** The older woman in the office. Journal of business education, 16: 26, May 1941.

There is room in the office today for the older women who keep up their skills, learn new processes, and look up to date.

497. **Swan, Herbert.** Work for women. Technology review, 44: 172–174, 192, 194, February 1942.

Social conditions are partly responsible for the relatively small proportion of women in the labor force. War is expected to increase this proportion.

498. **U. S. Department of Labor. Women's Bureau.** Equal pay for women in war industries. Washington, U. S. Government printing office, 1942. 26 p. (Bulletin no. 196.)

A discussion of equal pay for equal work, with no sex discrimination. Such subjects are treated as plant changes necessitated by the use of women, absenteeism, turnover, and family responsibilities of women workers.

499. ——— ——— Hazards to women employed in war plants on abrasive-wheel jobs. Washington, U. S. Government printing office, 1942. 6 p. (Special bulletin no. 7.)

Contains a short description of grinding and polishing operations, with suggestions as to precautions which will help to prevent injury to workers.

500. ——— ——— Lifting heavy weights in defense industries. Washington, U. S. Government printing office, 1941. 11 p., illus. (Special bulletin no. 2.)

Dangers to women arising from weight lifting, and the best methods of overcoming these difficulties are discussed. A brief résumé of State laws on weight lifting by women is included.

501. ——— ——— The occurrence and prevention of occupational diseases among women. By Margaret T. Mettert. Washington, U. S. Government printing office, 1941. 46 p. (Bulletin no. 184.)

A study of reports from 9 States on occupational diseases among women, 1935–1938.

SURVEYS

This section of the bibliography includes surveys of women workers not identified with a particular occupation or industry; surveys covering women students; and reports of the Census of 1940 which are concerned with the occupations and the employment of women.

502. **American Council on Education.** The supply of professional trained man power. Washington, D. C., The Council, April 30, 1942. (Higher Education and National Defense Bulletin No. 26.)

A statistical report of a study conducted by The Council at the request of the National Roster of Scientific and Specialized Personnel which supplies estimates of the number of professionally trained men and women who will be available from higher institutions at graduate and postgraduate levels during the year ending January 1943. Numbers are given for particular occupational groups under each of the following major fields: Management and administration, agriculture and biology, medicine and related fields, engineering and physical sciences, social sciences, arts and languages, clergy. Occupational areas in which the National Roster reported a shortage in January 1942, are indicated.

503. **Anderson, H. Dewey** *and* **Davidson, Percy E.** Occupational trends in the United States. Stanford University, Calif., Stanford University Press, 1940. 618 p.

This comprehensive analysis of Federal Census data from 1870–1930 and data obtained in the Work Projects Administration National Research Project discusses trends in agriculture, forestry and fishing, extraction of minerals, transportation and communication, trade, public service, professional service, domestic and personal service, clerical occupations, and in the manufacturing and mechanical industries (administrative and service group, building trades, electrical workers, lumber and furniture industries, clay, glass and stone

workers, iron and steel workers, metals group, leather industries, textile and clothing industries, paper, printing, and allied industries, food industries, cigar and tobacco workers, chemical and allied industries, miscellaneous group). In each case the distribution of female workers is given and trends in the distribution of workers by sex are discussed. Trends for women in the following occupations are given specifically: Hairdresser, teacher, music teacher, labor (manufacturing), bookkeeper, presser (cleaning and dyeing industry), boardinghouse keeper, librarian, printer, telegraph operator, telephone operator, social worker, servant, and waitress.

504. **Brewington, Ann** *and* **Berg, Evelyn Van Emden.** The women graduates of a collegiate school of business. Chicago, Ill., University of Chicago Press, 1942. 99 p.

Report of a follow-up study based on questionnaires returned by 245 of the 462 women graduated from the School of Business of the University of Chicago between 1913 and 1941. Statistics on further education and training, first and present occupation, initial and present salaries, number of positions held, employment status and average age, marital status, income, and dependents are given as well as statistics having to do with family life, personal preferences, and opinions concerning women's place in society. For the business executives, research workers, clerical workers, teachers, and homemakers covered in the study, special summaries are given. Discrimination in business and in teaching is reported in chapter 2.

505. **Federal Security Agency. Social Security Board.** Employment of women in war production. Social security bulletin, 5: 4–15, July 1942.

A study of the composition of the female labor force and of placements of women 1940–1941. Included is a study of the training of women and a discussion of future trends in women's employment.

506. ——— ——— **Bureau of Employment Security.** Employment of women in war production. Washington, D. C., May 1942. 36 p.

Summarizes situation with regard to the employment of women in war production as of May 1942: "With 36 million unemployed workers and no widespread labor shortage as yet, it will be some time before women are employed on a large scale everywhere"; predicts employment of women on "a scale hitherto unknown" by the end of 1942.

507. ——— ——— ——— Employment of women in war production. The labor market, p. 15–17, September 1942.

This article contains reports of women in various war production establishments, showing proportion of women working on apparel, tobacco, textiles, leather and leather products, electrical machinery, rubber products, shipbuilding, iron, and steel.

508. ——— ——— ——— The labor market, August 1942. Highlights. Washington, The Bureau, 1942. 22 p.

This report contains a section on "recent developments in the employment of women," as well as summaries of the employment of women in shipbuilding, aircraft, and the machine tool industry.

509. ——— **U. S. Office of Education.** Community occupational surveys. By Marguerite Wykoff Zapoleon. Washington, U. S. Government printing office, 1942. 199 p. (Vocational division bulletin No. 223, Occupational information and guidance series No. 10)

Includes annoted references to five community surveys of women's occupations and a detailed description of a survey of the occupations of women in Toledo, Ohio, made for vocational education.

510. **Fiske, Marjorie.** Searchlighting the woman earner; five million women in the United States who earn in other than industrial, domestic, and agricultural fields. Independent woman, 21: 232–233, 253–254, August 1942.

The master file of the National Federation of Business and Professional Women's clubs, which contains 31,000 names, provides a good sample of the distribution of women in professions and business.

511. **Foster, Robert G.** *and* **Wilson, Pauline Park.** Women after college. New York, N. Y., Columbia University Press, 1942. 305 p.

Discusses the problems confronting women college graduates as revealed in 100 case histories made available through volunteers and through the Advisory Service of the Merrill-Palmer School, Detroit, Mich. Problems presented are classified under: Personality, social and recreational, financial, education, health, vocational, religious, housekeeping, crises, sexual adjustment, relations with associates, relations with relatives, husband-wife relationships, parents-in-law relationships, and parent-child relations. Changes in college education are recommended that have to do with counseling facilities, personnel, and curriculum. The appendix includes references to related studies and describes a community service project for college women conducted as an experiment by the Merrill-Palmer School since 1933.

512. **Laleger, Grace Elizabeth.** The vocational interests of high-school girls as inventoried by the Strong and Manson Blanks. New York, N. Y., Bureau of Publications, Teachers College, Columbia University, 1942. 102 p.

A report of an analysis and comparison of the use of The Strong Vocational Interest Blank for Women and the Manson Occupational Blank for Women with 703 girl students from 9 high schools in Brooklyn, N. Y. The writer concludes that "on the basis of all the available data regarding the Strong and Manson inventories, there exists insufficient evidence of their validity and practicability to render them of significant value in vocational counseling."

513. **Landy, Edward** *and others.* Occupational adjustment and the school. Bulletin of the National Association of Secondary School Principals, 24: 1–160, November 1940.

This report includes data obtained in a follow-up sample study of 914 school-leavers (of three schools in New Jersey and three in Connecticut) who had been out of school from 1½ to 5½ years and had not gone on with further full-time formal school. Data by sex are given in tables showing: Total sample; graduates and withdrawals; median I. Q.; semester completed; curriculum of last 2 years; employment status at time of study; present and last regular occupation (by occupational group); self-appraisal of occupational adjustment, and of things learned from present or last regular job, and of readiness for present job; occupational choices and time of choice; employer's sources of contact for hiring youth, standards for hiring of youth, and prospects for continued employment as stated by employer; relationship of personal characteristics, home and family backgrounds, school background and experiences, work experiences, and ways of behaving to percentage of employment.

514. More women working. Modern industry, 4: 88–89, July 15, 1942.

Percentage of women in plants making various products, with an estimate of the changes in 1943; a discussion of facilities which must be installed when women become a larger proportion of the working force.

515. **Pace, C. Robert.** They went to college. Minneapolis, Minn., University of Minnesota Press, 1941. 148 p.

Report of a questionnaire study of 951 young adults (including 478 women) who were former students at the University of Minnesota, 172 of whom were interviewed later for further information. Information by sex is given on marital status, employment status and occupational group, income, job satisfaction, college aptitude test ratings, general adjustment and morale, life goals, philosophies, home and family relationships, activities connected with occupation, socio-civic attitudes, and activities.

516. Report of a survey of the increased employment of women in American industry. Modern industry, 347 Madison Avenue, New York, N. Y., 1942. 5 p. mimeo.

74 percent of 1,000 management executives (representing a broad sampling of management among 31,500 plants making 89 percent of the manufactured goods of the Nation) reported the present or contemplated employment of women, the greatest actual increase in the use of women being in the aviation industry. More than half of those who employed women reported men and women working side by side rather than segregated. Married women were preferred to single women by 57.1 percent. "High-school education was required in 63.2 percent of the cases, but in only 21.8 percent did an employer find that college training was helpful in industry." Employer reports on sanitary facilities and work clothing are also given.

517. **U. S. Department of Commerce. Bureau of the Census.** Age of workers in each occupation in the United States: March 1940. Washington, D. C., The Bureau, Dec. 14, 1942. 14 p. (16th Census of the United States, 1940, Population series P–16, No. 6.)

A summary of statistics for the United States showing the distribution by age, sex, and occupation of those employed (except on public emergency work) as reported in the Census of 1940, and all experienced workers seeking work.

518. ——— ——— Employed workers 14 years old and over by industry groups for the United States, 1940. Washington, D. C., The Bureau, April 29, 1942. 4 p. (16th Census of the United States, 1940, Population series P–10, No. 11.)

A summary of the data on the distribution of employed workers in the United States by sex and industry group. Forty-five separate industry groups are listed in the tables grouped under the following major headings: Agriculture, forestry, and fishing; mining; construction; manufacturing; transportation, communication, and other public utilities; wholesale and retail trade; finance, insurance, and real estate; business and repair services; personal services; amusement, recreation, and related services; professional and related services; Government.

519. ——— ——— Employed workers 14 years old and over by major occupation group for the United States: 1940. Washington, D. C., The Bureau, Apr. 29, 1942. 3 p. (16th Census of the United States, 1940, Population series P–10, No. 10.)

Presents summary of data on the distribution of employed workers by major occupation group and sex. The groups are: Professional workers; semi-professional workers; farmers and farm managers; proprietors, managers, and officials, except farm; clerical, sales, and kindred workers; craftsmen, foremen, and kindred workers; operatives and kindred workers; domestic service workers; service workers, except domestic; farm laborers (wage workers) and farm foremen; farm laborers (unpaid family workers); laborers, except farm; occupation not reported.

520. ——— ——— Employment status of persons 14 years old and over in the United States: March 24–30, 1940. Washington, D. C., The Bureau, June 6, 1942. 6 p. (16th Census of the United States, 1940. Population series P–10, No. 7 Revised)

Gives final United States summary on the employment status of persons 14 years old and over by sex, as well as by color, nativity, and residence. Reports number in labor force, including those seeking work as well as those employed. Reports separately those employed on public emergency work (WPA, etc.)

521. ——— ——— Marital status of men and women in each occupation by age for the United States: March 1940. Washington, D. C., The Bureau, Feb. 15, 1943. 11 p. (16th Census of the United States, 1940, Population series P–16, No. 7)

Summarizes statistics for the United States as a whole showing the occupational distribution by sex, age, and marital status of employed workers (except on public emergency work) and all experienced workers seeking work.

522. ——— ——— Occupations of employed persons in each industry for the United States: March 1940. Washington, D. C., The Bureau, Mar. 6, 1943. 37 p. (16th Census of the United States, 1940, Series P–14, No. 11)

Based on a 5 percent sample of the 1940 Census tabulations, this report presents statistics showing for each industry the distribution of employed persons (except on public emergency work) by occupation and sex.

523. ——— ——— Occupations of persons 14 years old and over in the labor force for the United States: 1940. Washington, D. C., The Bureau, June 9, 1942. 8 p. (16th Census of the United States, 1940, Population series P–11: Summary)

Summarizes data for the United States showing the distribution by sex and occupation of employed workers (except those on public emergency work) and all experienced workers

seeking work. Figures are given for 167 occupational combinations arranged by 10 major Census groups.

524. ——— ——— Population; reserve labor supply among women in the United States. Washington, D. C., The Bureau, May 11, 1942. 4 p. (16th Census of the United States 1940, Population series P–9, No. 13.)

Presents data from previous unpublished tabulations based on the 1940 Census relating to the potential labor supply of women in the country and concludes that the "chief reserve of labor supply is among women 18–44 years old." Discusses military status, the employment of women with children, the employment of married women in farming areas, and the employment of Negro married women.

525. U S. Department of Labor. Bureau of Labor Statistics. Economic position of married business and professional women. Monthly labor review, 51: 1371–1374, December 1940.

Results of a study of married and of single women workers made by the National Federation of Business and Professional Women's Clubs, Inc. Earnings, length of employment, occupations, number of dependents, were studied.

526. ——— ——— Employment of women in defense industries. Monthly labor review, 52: 1147–1151, May 1941.

This is a report of a study of defense industries in which women are employed or could be employed. Maintenance of existing labor standards is recommended. A discussion of the number of women available for employment and of facilities for training is included.

527. ——— ——— Employment of women in wartime. Monthly labor review, 55: 441–445, September 1942.

During the year ended May 1942 the total number of employed women increased more than the number of men. During this year the number of women in manufacturing as a whole did not increase. This was during the time of conversion from peacetime to wartime production.

528. ——— ——— Increase in woman factory workers in New York State in 1942. Monthly labor review, 56: 921–923, May 1943.

The employment of women in manufacturing industries in the State of New York increased decidedly during 1942, and there was a general shift of employment from less essential to war industries.

529. ——— ——— Occupations and salaries in Federal employment. Monthly labor review, 52: 66–85, January 1941.

Civilian employees in Federal service in 1938 were studied. Distribution of male and of female Federal employees among the various occupational groups, age and salaries of male and of female employees are discussed.

530. ——— ——— Replacement of men by women in New York service industries. Monthly labor review, 56: 486–487, March 1943.

The employment of women and minors in retail stores, restaurants, and other service industries has increased in the State of New York since the war began, and the number of men 21 years of age and over has decreased.

531. ——— Women's Bureau. Employment in service and trade industries in Maine. Washington, U. S. Government printing office, 1940. 30 p. (Bulletin no. 180.) Summary in Monthly Labor Review, 52: 612–616, March 1941.

This study of 6,679 workers in service and trade industries in Maine includes information about both men and women; among the subjects treated are earnings, hours of work, and working conditions.

532. ——— ——— Employment of women in the Federal Government 1923–1939. By Rachel Fesler Nyswander and Janet M. Hooks. Washington, U. S. Government printing office, 1941. 60 p. (Bulletin of Women's Bureau no. 182.)

This study of women in Federal service includes statistics and a discussion of the distribution of women among Federal departments; occupations, ages, wages, and methods of qualifying for Government work are discussed.

533. **U. S. Department of Labor. Women's Bureau.** Woman earners in their family environment. Washington, U. S. Government office, 1941. 82 p. (Bulletin no. 183.)

A study of 5,954 women in Cleveland, Ohio and in Utah, employed in various occupations proves that women's earnings are the "supporting pillars in the homes in which such earnings are found." Earnings, contributions to family, age, and marital condition were studied.

534. **Wrenn, C. Gilbert** *and* **Bell, Reginald.** Student personnel problems. New York, N. Y., Farrar & Rinehart, Inc., 1942. 235 p.

A comparison of the problems of women college students with those of men, as indicated by 5,038 new students in 13 colleges and universities is shown in chapter IV. Figures show for men and women students the percentages indicating vocational choices, the distribution by major fields of most difficult courses, and the percentages checking causes of difficulty in "most difficult course."

BIBLIOGRAPHIES AND OTHER SOURCE MATERIAL

This section of the bibliography includes references to visual aids, Government sources of occupational information, and to general bibliographies on occupations and vocational guidance of particular interest to girls and women. Bibliographies referring to a single occupation or industry have been included under the Occupational Information Section.

535. **Federal Security Agency. U. S. Office of Education.** Information on women's occupations. Education for victory, 1 : 12, Oct. 15, 1942.

A list of agencies in the Federal Government in which types of occupational information of interest to women originate.

536. ——— ——— A partial list of references. Special list on women's training and work in war production. Washington, D. C., The Office, 1943. 3 p. mimeo. (Misc. 3483.)

A list of visual aids on women's training and employment in war production work prepared by the Vocational Training Program for War Production Workers. Annotations on 10 motion pictures and slide films on women's training and work in war production.

537. ——— ——— Wartime occupations. By Walter J. Greenleaf. Washington, D. C., The Office, June 1942. 15 p. (Misc. 2976.)

A selected bibliography of 71 books on wartime occupations.

538. ——— ——— Women's contributions in wartime. Compiled by Helen Ellis Wheeler. Washington, D. C., The Office, 1942. 7 p. mimeo. (Misc. 2951.)

An annotated bibliography with 41 references on women's work in wartime, both paid and volunteer.

539. **National Association of Deans of Women.** Guide to guidance. Washington, D. C., The Association.

Volume III, 1941. 79 p.
Volume IV, 1942. 83 p.
Volume V, 1943. 67 p.

Annotated bibliographies arranged under such headings as: The current scene; position of the dean of women, advisor of girls, and personnel worker; organization and administration of student personnel; areas of student counseling; miscellaneous; bibliographies.

540. **U. S. Library of Congress.** Women's part in World War II. A list of references compiled by Florence S. Hellman. Washington, D. C., The Library, 1942. 84 p. mimeo.

References on women's employment, voluntary services, and participation in the armed forces as well as on more general phases of the war activities of women in U. S., Great Britain, and other countries.

AUTHOR INDEX

[Numbers refer to items rather than to page numbers]

A

Abel, Theodore M., 488.
Adams, Jean, 359.
Agnew, Peter L., 35.
Alsop, Gulielma Fell, 3 .
Amidon, Beulah, 18, 19, 20.
Anderson, H. Dewey, 503.
Anderson, Margaret Kay, 310.
Anderson, Mary, 21, 22.
Anderson, Roy M., 453.
Andrews, Benjamin R., 23.
Arthur, Julietta K., 24.

B

Babcock, Fern, 26.
Bailey, Margaret, 27.
Baker, Helen, 455.
Baker, Laura Nelson, 28.
Banfield, Gertrude S., 29.
Banning, Margaret Culkin, 30.
Barnard, Eunice Fuller, 31.
Barrett, Theodore, 32.
Bartlett, Arthur C., 360.
Bartlett, Kenneth G, 33.
Bedell, Earl L., 407.
Belcher, Elizabeth Corson, 253.
Belknap, Fredericka, 34.
Bell, Reginald, 534.
Beppler, Katherine M., 177.
Berg, Evelyn Van Emden, 504.
Birdwell, Russell, 36.
Black, Ruby, 37.
Block, Maxine, 361.
Bloodworth, Bess, 38.
Boylston, Helen Dore, 362.
Bradley, Alice, 35.
Brewington, Ann, 504.
Brisco, Norris A., 40.
Bromley, Dorothy Dunbar, 41.
Brunn, Walter, 42.
Buchanan, Aimee, 43.
Buell, Ellen L., 44.
Burns, Robert K., 45, 269.
Burstein, Herbert, 46, 47.
Burton, William H., 35.
Byers, Margaretta, 48.

C

Cam, Gilbert A., 35.
Carey, John L., 50.
Carlisle, Norman V., 51, 52, 53.
Carter, Helen M., 54.
Case, Victoria, 363.
Chamberlain, Elsie K., 35.
Chandler, Caroline, 364.
Chapelle, G. L. M., 181, 182.
Chittum, John W., 122.
Christie, Margaret, 55.
Clark, Blake, 56.
Clem, Ruth E., 299.
Colvin, Esther M., 59.
Commins, W. D., 60.
Conover, Harry, 35.
Coulter, John S., 61.
Cox, Muriel M., 35.
Curran, Mary, 446.
Curti, Merle, 62.

D

Dahl, Crete, 365.
Dallas, Helen, 408.
Davey, Mildred A., 63.
Davidson, Dora, 64.
Davidson, Percy E., 503.
Davis, Bert H., 190.
Davis, John Eisele, 65.
Davis, Shelby Cullom, 66.
Deems, Marie, 67.
De Haven, Robert, 69.
Deming, Dorothy, 366, 367.
Derricotte, Elise Palmer, 368.
De Schweinitz, Dorothea, 70.
De Shong, Andrew, 71.
Detzer, Karl, 72.
Dickens, Monica, 369.
Digman, Dorothy, 73.
Dilts, Marion May, 74.
D'Issertelle, Edna, 177.
Downer, Marion, 75.
Doyle, George C., 35.

E

Eaton, Jeanette, 359.
Eaves, Elsie, 76.
Eberle, Ermingarde, 370.
Eels, Walter Crosby, 409.
Elwood, Everett S., 410.
Erickson, Ethel, 323.
Evans, Ernestine, 80.

F

Fargo, Lucile F., 81.
Farnum, Royal Bailey, 35.
Faust, J. Frank, 82.
Fayille, Katherine, 83.
Fedder, Ruth, 493.

Fenner, Phyllis R., 100.
Fink, Arthur E., 101.
Fish, Majorie, 35.
Fiske, Marjorie, 510.
Flagg, Marion, 102.
Fleischman, Doris E., 103.
Flemming, Arthur Sherwood, 104.
Flikke, Julia O., 105.
Folks, Helen Fornay, 106.
Foster, Robert G., 511.
Fox, Grace, 302.
Fox, Milton S., 108.
Frazier, Benjamin W., 93, 95.
French, Louis Meredeth, 109.
Fuller, Muriel, 261.

G

Gainsbrugh, M. R., 111.
Gardner, Mary Sewall, 371.
Gardner, Mona, 491.
Gault, Alma E., 112.
Gilbert, Paul S., 113.
Gilson, Mary Barnett, 372.
Ginzberg, Eli, 462.
Glover, Katherine, 119.
Gould, Adrian G., 120.
Grace, Harriette M., 121.
Grady, Roy I., 122.
Greenbie, Marjorie Barstow, 123, 124, 125, 430, 431.
Greene, Marjorie B., 35.
Greenleaf, Walter J., 88, 89, 537.
Griffith, Grace, 40.
Grigsby, Rall I., 416.
Guthrie, W. G., 126.

H

Haller, Dorothy, 127.
Halsall, Frederick, 432.
Hamilton, Alice, 373.
Hannah, Betty, 168.
Harding, Margaret S., 128.
Harriman, Florence Jaffray, 374.
Harris, Florence La Ganke, 129.
Hartzell, Mildred D., 130.
Hawes, Elizabeth, 131, 132.
Hays, Idell D., 133.
Hellman, Florence, 540.
Helm, Everett B., 35.
Herrick, Lucille M., 134.
Hickey, Margaret A., 135, 463.
Hinrichs, A. F., 492.
Hocker, Elizabeth Van Cortlandt, 136.
Hogsett, Elsie M., 137.
Hoke, Henry Reed, 35.
Holland, Dorothy F., 226.
Hollenbeck, Wilbur C., 35.
Hooks, Janet M., 532.
Hosp, Helen M., 433.
Hostetter, Anita M., 139.
Huddleson, Mary P., 140.
Huff, Edna Lenore Webb, 375.
Huff, Warren, 375.
Huntington, Richard T., 35.

J

James, Charlie N., 145.
Jennings, George, 35.
Johns, E., 147.

K

Kahm, Harold S., 69.
Kastner, Joseph, 148.
Keliher, Alice Virginia, 149.
Kennedy, Eleanor, 298.
Keyes, T. E., 436.
Kimball, Alice Mary, 150.
Kimball, Margaret, 359.
Kindler, Elaine F., 488.
King, Steve, 151.
Kingsley, J. Donald., 152.
Kleeman, Rita Halle, 437.
Knight, Ruth Adams, 261.
Koestner, Ruby W., 153.
Korson, George, 154.

L

Lake, Carroll A., 35.
Laleger, Grace Elizabeth, 512.
Landy, Edward, 513.
Lansing, Elizabeth, 376.
Leathers, Ann L., 156.
Lehman, Maxwell, 157.
Lelyveld, Joseph, 35.
Leonard, Ruth Shaw, 35.
Linderer, Elinore T., 158.
Lingenfelter, Mary Rebecca, 159.
Liszt, Charlotte G., 160.
Lloyd-Jones, Esther, 493.
Lockwood, Jeremia, 35.
Logie, Iona R., 377.
Lowe, Elsa Winifred, 161.
Lowenfeld, Berthold, 162.
Lusby, Ruth M., 96.
Lutes, Della T., 378.
Lyle, Mary Stewart, 347.
Lythgoe, Dorothea Cook, 35.

M

Macfarlane, Alberta M., 163.
MacGibbon, Elizabeth Gregg, 164.
Malcova, Olga, 165.
Mallette, Gertrude, 379, 380.
Manuell, J., 166.
Martocci, Agnes, 489.
Martz, Velorus, 167.
Matthews, Ruth, 168.
Maule, Frances, 169, 170, 171, 172.
McBride, Mary Frances, 3.
McDiarmid, E. W. jr., 173.
McFerran, Doris, 53, 174.
McIver, Pearl, 175, 176.
McKellar, Janet L., 177.
McKelvey, Thelma, 178, 447.
McMahon, Lucile Nelson, 179.
McMillin, Lucille Foster, 288, 290, 291.
Mettert, Margaret T., 494, 501.

Meyer, Dickey, 181, 182.
Meyer, Elizabeth, 183.
Miller, Douglass W., 33.
Mills, Alden B., 184.
Minaker, F. C., 185.
Mitler, Frieda, 495.
Monahan, Florence, 381.
Moore, Louise, 422.
Murphy, Florence E., 130.
Murphy, Mary E., 187.
Murray, G., 188.
Myers, Theodore R., 63.

N

Nall, T. Otto, 190.
Nealey, J. B., 201.
Neelsen, Marion, 35.
Neely, Ann Elizabeth, 202.
Nelson, Josephine, 203, 204.
Newbold, N. C., 382.
Nichols, James A., 35.
Nienburg, Bertha M., 439.
Nuttall, L. John, 212.
Nyswander, Rachel Fesler, 532.

O

O'Hara, Dwight, 35.
O'Malley, Patricia, 216, 383, 384, 385.
Oppenheim, Beatrice, 217, 218.
Oslin, George P., 35.
Owens, Marion E., 221.

P

Pace, C. Robert, 515.
Parry, Albert, 222.
Patterson, Homer L., 441.
Peckham, Betty, 223.
Perkins, Frances, 225, 305.
Perrott, George St. J., 226.
Peterson, Florence, 227.
Pidgeon, Mary Elizabeth, 229.
Planck, Charles E., 230.
Platt, Rutherford H., 231.
Plunkett, Olive M., 232.
Pollock, Elizabeth R., 386.
Pond, Millicent, 450.
Porter, Ella Williams, 387.
Porter, Helen Louise, 233.
Porter, Sylvia F., 234.
Powers, John Robert, 235.
Powers, William, 236.
Price, Matlack, 237.
Puckett, Pearl P., 496.

R

Rankin, Calvin H., 35.
Redmond, Juanita, 388.
Reeves, Raymond, 243, 292.
Revelli, William D., 244.
Rice, Alice Hegan, 389.
Robertson, Marian, 245.
Robinson, Mary V., 474.
Robinson, O. Preston, 40.
Rose, Virginia Dean, 246.
Rossell, Beatrice Sawyer, 247.
Roy, Jessie Hailstalk, 368.

S

Sargent, Porter, 442.
Savord, Ruth, 248.
Scharf, Patricia Lee, 249.
Schneider, Florence Hemley, 250.
Schroeder, Joseph J., 251.
Schulz, Cecilia L., 35, 252.
Scott, Louise Hollister, 253.
Sebern, Stella B., 417.
Seder, Florence M., 254.
Sedran, Louis W., 269.
Sellers, Marie, 255.
Sharpe, Helen, 256.
Shea, Nancy, 258.
Shuler, Marjorie, 261.
Shultz, Gladys, 262.
Silverman, Julia E., 263.
Simpson, Carmen McCormack, 390, 391.
Sinclair, Bernice J., 264.
Sioussat, Helen, 265.
Slack, Gene, 443.
Smith, Elizabeth M., 63.
Smith, Frances Aves, 266.
Smith, Henry Lester, 167.
Smith, Herbert H., 35.
Spalding, Eugenia Kennedy, 267.
Spence, Elizabeth, 268.
Spencer, Lyle M., 269.
Spencer, R. R., 270.
Stansbury, Jean, 392.
Stern, Edith M., 271, 393.
Stetson, Helen Sloan, 272.
Stitt, Louise, 273.
Strong, Earl P., 274.
Sutherland, Arthur T., 313.
Sutherland, Dorothy, 275.
Swan, Herbert, 497.
Symons, T. B., 445.

T

Taves, Isabella, 394.
Taylor, Frank J., 277.
Taylor, Hazel, 278.
Thorburn, Thomas Rankin, 35.
Torson, Gladys, 281.
Turner, Geneva Calcier, 368.
Tuttle, W. Gerard, 283.

U

Ufford, Charles W., 285.
Urmston, Mary, 395.

V

Vehanan, Kosti, 396.
Voegele, Walter O., 35.
Voen, Dorothy H., 330.
Von Miklos, Josephine, 329.

W

Wakefield, R. C., 333.
Walburn, Nancy, 334.
Wales, Marguerite, 335.
Weary, Bettie, 340.
Wharton, Don, 342.
Wheeler, Helen Ellis, 538.
Whipp, Wendell, 344.
White, I. J., 111.
White, R. Clyde, 35.
Whiton, Skerrill, 35.
Willard, Helen S., 346.
Williamson, Maude, 347.
Willson, Dixie, 397, 398.
Wilson, Pauline Park, 511.
Withington, Alfreda, 399.
Woellner, Robert Carlton, 348.
Wood, M. Aurella, 348.
Woodford, Lois W., 357.
Worthington, May, 400.
Wrenn, C. Gilbert, 534.
Wupperman, Alice, 358.

Y

Yarmon, Morton, 157.
Yost, Edna, 401.
Young, Bernard E., 35.

Z

Zapoleon, Marguerite W., 98, 99, 500.
Zeller, Dale, 486.
Zeran, Franklin R., 89.
Ziegler, Martha J., 324.
Zorbaugh, Grace S. M., 487.

OCCUPATIONAL INFORMATION INDEX

[Numbers refer to items rather than to page numbers]

A

Accountant, 2, 34, 35, 43, 50, 160, 187, 287, 316, 341.
Actress, 361, 394.
  Motion picture, 245, 397.
  Radio, 35.
Administrator,
  Business, 35, 504.
  Educational, 196, 368, 502.
  Girls' and women's Organizations, 177.
  Home economics, 14.
  Hospital, 260.
  Public health, 371.
  Social agency, 101.
Adult education worker, 35.
Advertising, 2, 14, 35, 43, 73, 82, 172, 188, 190, 255, 261, 365, 394.
  See also artist, commercial; copy writer; demonstrator; manager, advertising; public relations; sales promotion.
Agent,
  F. B. I., 142.
  Literary, 261.
  Ticket, railroad, 67, 137, 241.
Agriculture, 36, 49, 59, 119, 159, 204, 215, 220, 222, 229, 268, 312, 321, 445, 502.
  See also farmer; florist; gardener; horticulturist; peanut grower.
Aircraft manufacturing worker, 21, 22, 25, 71, 113, 133, 151, 159, 181, 185, 229, 230, 243, 276, 277, 283, 303, 321, 323, 342, 349, 356, 407, 421, 424, 526.
  See also welder, aircraft.
Airplane maintenance, 145, 215, 336.
Alteration worker, 306.
Announcer, radio, 35.
Anthropologist, 62, 361, 401.
Apiarist, 159.
Archaeologist, 62.
Architect, 287, 435.
Art. *See* architect; artist; cartoonist; carver, wood; decorator, interior; designer; director, art; display worker; illustrator; sculptor; teacher, art.
Artist, 35, 82, 108, 394, 435.
  Ceramics, 435.
  Commercial, 2, 75, 172, 174.
  Fashion, 48, 75.
  Graphic, 142, 435.
  Lay-out, 75.
Assembler, 126, 151, 166, 168, 183, 250, 338, 526.
  See also radio workers.
Astronomer, 62, 287, 401.
Attendance officer, 196.
Attendant, bath, 306.
  Gasoline station, 42, 116.
  Locker-room, 306.
  Rest-room, 306.
Aviation worker, 80, 142, 214, 230, 256, 294, 383.
  See also aircraft manufacturing worker; airplane maintenance; clerk, order, airlines; designer, airplane; draftsman, aeronautical; engineer, aeronautical; inspector, aircraft; instructor, aviation; mechanic, airplane; pilot, airplane; stewardess, air.

B

Bacteriologist, 358, 401.
Baking industry worker, 159, 301, 306.
Bank worker, 43, 54, 142, 205, 236, 251, 316.
  See also teller, bank.
Beauty culture. *See* beauty operator; hairdresser; maid, beauty shop; manager, beauty shop; manicurist; research worker, cosmetics.
Beauty operator, 2, 63, 82, 130, 159, 306, 525, 531, 533.
Bench worker, 28, 310.
Bibliographer, 52, 122.
Biologist, 502.
Boarding-house keeper, 503.
Bookkeeper, 2, 43, 295, 314, 317, 503, 510.
Botanist, 358, 401.
Burner, 298.
Business. *See* administrator, business; merchandising; proprietor.
Buyer, 35, 40, 48, 70, 174, 306.
  See also manager, purchasing.
  Assistant, 40.

C

Camp fire girls worker, 197.
Camp work. *See* counselor, camp.
Candy manufacturing, 159, 306.
Canning worker, 307, 313.
Cannon manufacturing, 310, 321.
Cartoonist, 108, 435.
Carver, wood, 435.
Cashier, 314, 315, 317.
  Restaurant, 96.
  Store, 70.

Caterer, 82.
Checkroom girl, 306.
Chemist, 34, 52, 122, 135, 142, 182, 205, 229, 287, 357, 358, 361, 401.
  Food, 401.
  Industrial, 122, 213, 250, 401.
    See also engineer, chemical; teacher, chemistry.
Chemurgy, 341.
Chiropodist, 35.
Cleaning and dyeing worker, 159, 503, 531.
Clergyman, 35, 375.
Clerical worker, 2, 37, 53, 70, 82, 142, 164, 196, 215, 222, 229, 269, 295, 315, 316, 317, 318, 321, 336, 340, 452, 453, 496, 504, 510, 525, 531, 533.
Clerk,
  Adjustment, 174.
  Billing, 314.
  File, 43, 164, 182, 315, 317.
  Hospital records, 62, 107, 142, 402.
  Information, 224.
  Insurance office, 316.
  Mail, 43.
  Order, 43, 315, 317.
  Order, airlines, 266.
  Payroll, 317.
  Shipping, 314.
  Telephone order, 63.
  Traffic, 69.
Clothing manufacturing worker, 82, 159, 190, 306, 308, 321, 336, 533.
Columnist, 261, 361.
Communications, 142, 333.
    See also telegraph workers; telephone workers.
  Radio, 284, 336.
    See also operator, radio.
Companion, 306.
Congresswoman, 361.
Construction industry, 518.
Consumer education, 142.
Cook, 35, 304, 306.
Copy writer, 35, 48, 70, 73, 174, 394.
Correspondent, 43.
  Foreign, 261, 361, 390.
Counselor, 360.
  Camp, 249.
  Clothes, 48.
  Employee, 287, 482.
Critic, music, 213.
Cytologist, 360.

D

Dairy worker, 159.
Dancer, 361.
Day worker, 306.
Dean of women, 196, 539.
Decorator, interior, 2, 35, 54, 75, 82, 129, 143, 213, 394, 435.
Defense worker, 20, 30, 55.
  See also war production worker.
Demonstrator, 14, 82, 169, 174.
Dental assistant, 11.
Dental hygienist, 11, 12, 27, 82, 142, 154.
Dentist, 2, 226.
Department store worker, 2, 149, 205, 365.
  See also buyer; cashier, store; demonstrator; head of stock; maid, store; manager, merchandise; marker; salesperson; shopper; stock girl; stylist; wrapper.
Designer, 35, 82, 108.
  Airplane, 361.
  Fashion, 35, 46, 48, 54, 132, 143, 262, 306, 361, 394.
  Furniture, 75.
  Jewelry, 143.
  Millinery, 143, 394.
  Plastics, 143.
  Textile, 143, 306, 435.
  Tires, 257.
Dietitian, 2, 13, 35, 46, 53, 54, 63, 140, 142, 154, 169, 181, 233, 287.
  Hospital, 129.
Dipper, 306.
Director, art, 75.
  Radio, 218.
  Radio, women's activities, 69.
Display worker, 143, 174, 213, 435.
Domestic, 23, 87, 149, 159, 302, 306, 503.
  See also day worker; laundress, home.
Draftsman, 34, 142, 182, 237, 287, 338, 407, 411, 423.
  Aeronautical, 181, 216.
Dramatics, 82.
  See also stage.
Draper, 306.
Dressmaker, 159, 306.
  See also alteration worker; draper; fitter.
Driver, bus, 282.
Driver, truck, 229.

E

Economist, 53, 142, 287.
Editor, 53, 261, 361.
  Motion picture, 376.
  Technical, 230.
Editorial assistant, 261.
Educator, 361, 525.
  See also administrator, educational; adult education worker; consumer education; dean of women; health education; nursery school worker; proprietor, school; teacher; training specialist.
Electrical worker, 78, 110, 147, 166, 185, 229, 250, 297, 321, 352, 526.
  See also engineer, electrical; helper, electrician; inspector, electrical.
Embalmer's assistant, 306.
Embroiderer, 306.
Engineer, 34, 205, 229, 350, 502.
  Aeronautical, 80, 181, 230, 287.
  Chemical, 76, 142, 341.
  Civil, 76, 287.
  Electrical, 142, 287, 338.
  Industrial, 377, 401.
  Junior, 418.
  Marine, 287.
  Mechanical, 76.
  Military, 76.
  Sanitary, 62.

Engineering aide, 57, 85, 182, 218, 411, 423.
Entertainer, 82, 361.
Ethnologist, 62.
Executive, store, 365, 394.
See also manager, store.

F

Fabric worker, airplane, 342.
Farmer, 360.
Fruit, 159.
Poultry, 159.
Stock, 159.
Truck, 159.
Fashion worker, 48, 129.
See also artist, fashion; designer, fashion; model, fashion; stylist.
Filing, head of, 43.
Filling station attendant. *See* attendant, gasoline station.
Finisher, clothing, 306.
Fishing, 518.
Fitter, 306.
Florist, 2.
Foreign service, 287, 374.
Forestry, 518.

G

Gardener, 204.
Geographer, 62, 287.
Geologist, 287.
Girl Scout worker, 115, 177, 205.
Governess, 306.
Government worker, 2, 35, 37, 43, 50, 53, 55, 82, 104, 105, 122, 124, 125, 129, 134, 135, 144, 158, 159, 160, 182, 190, 205, 222, 228, 229, 240, 246, 252, 253, 267, 269, 274, 287, 288, 289, 290, 291, 303, 317, 330, 340, 358, 375, 518, 529, 532, 533.
Guard, industrial, 110.

H

Hairdresser, 306, 503.
Handicrafts, 435.
See also carver, wood; weaver, hand.
Head of stock, 40.
Health education, 142, 417.
Helper,
Electrician, 110.
Mother's, 306.
Historian, 62.
Home demonstration agent, 2, 64, 169, 382, 387.
Home economist, 2, 14, 53, 54, 82, 135, 138, 142, 144, 182, 222, 229, 246, 255, 287, 377, 400, 415.
Business, 2, 129, 169, 255.
Institutional, 255.
See also dietitian; home demonstration agent; nutritionist; radio broadcasting, home economics; research worker, home economics; teacher, home economics; writer, home economics.
Homemaker 35, 54, 82 129, 504.
Horticulturist, 360.
Hosiery worker, 82, 299.
Hostess,
Air. *See* stewardess, air.
Army, 157.
Dining-room, 63.
Hotel, 398.
Radio studio, 69.
Restaurant, 96.
Hotel worker, 14, 35, 82, 531.
See also hostess, hotel; housekeeper, hotel; maid, chamber; maid, hotel.
Household worker. *See* domestic.
Housekeeper, 159, 306.
Hotel, 35, 63, 304.
Housing worker, 191.
See also manager, housing.

I

Illustrator, 75, 108, 262, 394, 435.
Industrial relations worker, 372.
Information specialist, 53, 142, 287.
Inspector, 28, 126, 166, 287, 310, 352, 526.
Aircraft, 181.
Candy, 306.
Electrical, 183.
Food, 158.
Garment, 306.
Institutional worker, 109, 381.
See also administrator, hospital; dietitian, hospital; manager, institutional; nurse, institutional.
Instructor aviation, 80, 181, 216, 230, 443.
Instrument manufacturing worker, 21, 22, 229, 309, 526.
Insurance worker, 34, 43, 54, 172, 205.
See also clerk, insurance office; salesperson, insurance.
Investigator, 287.
See also agent, F. B. I.

J

Journalist, 2, 35, 82, 129, 142, 169, 261.
See also columnist; correspondent, foreign.

L

Labor organizer, 150.
Labor relations specialist, 227.
Laboratory worker, chemical, 122.
Laundress, home, 306.
Laundry worker, 159, 531, 533.
Lawyer, 53, 82, 142, 394, 525.
Patent, 122.
Lecturer, 375.
Librarian, 2, 15, 35, 45, 53, 81, 82, 139, 144, 149, 190, 247, 361, 404, 503, 525.
Armed forces, 15, 157.
Business, 43.
Chemical, 122.
Rural, 247.
School, 100, 247.
Special, 247, 248.
Technical, 52.
Library assistant, 247, 287.
Library worker, 173.
Lithographer, 435.
Lumber industry, 229, 293, 296.

M

Machine shop worker, 114, 147, 151, 185, 201, 298, 310, 329, 338, 344, 407, 408, 421, 424, 432, 436, 467, 526.
See also bench worker.
Maid,
Beauty shop, 306.
Chamber, 306.
Dining-room, 306.
Hotel, 304.
Nurse, 306.
Parlor, 306.
Personal, 306.
Second, 306.
Store, 70.
Manager, 510.
Advertising, 35, 174.
Beauty shop, 306.
Credit, 43.
Food, 129.
Housing, 287.
Institutional, 142.
Merchandise, 40.
Office, 34, 43, 316.
Purchasing, 43.
See also buyer.
Store, 82.
Tea room, 35.
Manicurist, 306.
Manufacturing, 36, 43, 306, 377, 406, 503, 516, 518, 527, 528.
See also aircraft manufacturing worker; assembler; baking industry worker; bench worker; burner; candy manufacturing; canning worker; cannon manufacturing worker; clothing manufacturing worker; dipper; dressmaker; electrical worker; embroiderer; instrument manufacturing worker; lumber industry; machine shop worker; milliner; munitions worker; parachute worker; printing trades worker; riveter; rubber production worker; shipbuilding worker; shoe manufacturing worker; small arms manufacturing.
Marines, 146, 159, 325.
Marker, 70, 306.
Mathematician, 34, 205, 273, 287.
Matron, industrial, 153.
Mechanic, airplane, 181, 222.
Mender, hosiery, 306.
Merchandising, 35, 43, 70, 377, 394.
Messenger, 174.
Metal industry workers, 339, 467.
See also machine shop workers; welder.
Metallurgist, 182, 287.
Meteorologist, 80, 142, 181, 230, 287.
Meter reader, 345.
Milliner, 159, 213, 319.
Mining, 229, 518.
Model, 63, 235.
Artist's, 35, 235.
Fashion, 35, 46, 48, 165, 235, 306.
Photographic, 165, 235.
Motion picture worker, 142.
See also actress, motion pictures; editor, motion pictures.
Munitions worker, 18, 21, 22, 215, 229, 303, 311, 321, 324, 336, 355, 526.
Museum worker, 82, 190, 435.
Musician, 2, 35, 82, 213, 351.
See also critic, music; singer; teacher, music.

N

Nurse, 1, 35, 41, 44, 45, 53, 60, 82, 83, 90, 91, 105, 106, 131, 144, 161, 175, 180, 182, 190, 198, 203, 205, 206, 209, 210, 226, 229, 254, 260, 271, 275, 279, 287, 303, 321, 334, 340, 361, 379, 394, 414, 419, 420, 434, 438, 525, 533.
Aide, 1, 211, 222.
Anesthetist, 142.
Armed forces, 29, 37, 41, 47, 89, 105, 142, 157, 219, 252, 264, 267, 269, 361, 366, 388.
Child's, 159.
See also maid, nurse.
Clerk, 112.
Industrial, 77, 127, 343.
Institutional, 19, 207, 208, 211, 252, 267, 300, 343, 369.
Physician's office, 252.
Practical, 159, 416.
Private duty, 19, 63, 208, 211, 252, 267, 343.
Psychiatric, 179.
Public health, 19, 44, 63, 77, 109, 120, 131, 176, 199, 208, 211, 239, 242, 252, 267, 287, 335, 343, 363, 367, 371, 377.
School, 196.
Supervising, 63.
Nursery school worker, 2.
Nurses, superintendent of, 63, 260, 361, 362.
Nutritionist, 140, 142, 169, 186, 358, 401.

O

Office girl, 43, 315.
Office worker. *See* bookkeeper; clerical worker; clerk; correspondent; dental assistant; manager, office; office girl; operator, office machine; receptionist, stenographer; stenotypist; typist.
Operator,
Dictating machine, 43.
Elevator, 70.
Grinder, 310.
Office machine, 35, 43, 53, 63, 123, 159, 164, 213, 314, 315, 316, 317.
See also operator, dictating machine.
Power machine, 18, 63, 263, 303, 306.
Radio, 181, 182.
Telegraph, 35, 159, 229, 503, 525.
Telephone, 35, 43, 63, 74, 82, 159, 182, 229, 315, 503, 525, 533.
Telephone, PBX, 164.
Teletype, 156.
Woodworking, machine, 310.
Osteopath, 35.

P

Packer,
  Bakery products, 306.
  Candy, 306.
  Clothing, 306.
Parachute worker, 18, 215.
Patent worker, 52.
  See also lawyer, patent.
Peanut grower, 159.
Penologist, 381.
Personnel worker, 38, 43, 82, 134, 174, 182, 221, 229, 287, 384, 482, 539.
Pharmacist, 142, 174, 180, 215.
Pharmacologist, 287.
Photographer, 2, 45, 82, 142, 190, 361, 394, 435.
Physical education worker, 2, 205, 417.
Physician, 2, 35, 82, 88, 136, 142, 180, 205, 226, 228, 229, 270, 287, 303, 364, 372, 394, 399, 401, 440, 502, 525.
Physicist, 34, 142, 147, 205, 273, 287, 370, 401.
Pilot, airplane, 24, 25, 36, 157, 181, 216, 230, 353, 395, 361, 377, 394.
Playwright, 361.
Podiatry. *See* chiropody.
Poet, 361, 368.
Policewoman, 72.
Politician, 361, 375.
Presser, 306.
Printing trades worker, 159, 503.
Probation worker, 101.
Proprietor, 14, 121, 159.
  News bureau, 261.
  Restaurant, 35, 394.
  School, 368.
  Store, 2, 174.
Psychiatrist, 142, 179.
Psychologist, 142, 179, 205, 238, 361.
Public health worker, 135, 142, 371.
  See also nurse, public health.
Publicity worker, 2, 43, 82, 156.
Public relations, 103, 181.
Publishing, 43, 128, 261.
Puppeteer, 435.

R

Radio. *See* actress, radio; announcer, radio, director, radio; hostess, radio studio; operator, radio; radio broadcasting; secretary, radio studio; stenographer, radio studio; technician, radio; writer, radio.
Radio broadcasting, 218, 265, 391, 394.
  See also announcer, radio.
  Home economics, 169.
Radio workers, 33, 35, 43, 69, 142, 215, 218, 240, 284.
Railroad workers, 35, 67, 137, 142, 214, 229, 282.
  see also stewardess, train.
Real estate. *See* salesperson, real estate.
Receptionist, 43, 82, 164, 317.
Recreation worker, 135, 202.
  See also physical education worker.
Red Cross worker, 142, 215.
Rehabilitation worker, 142, 423.
Religious worker, 2, 35, 82, 190, 368.
Repairer, glove, 306.
Repairman, utilities, 345.
Research worker, 287, 358, 370, 411, 504.
  See also bibliographer.
  Biochemical, 122.
  Cosmetics, 122.
  Home economics, 14, 54, 169, 255.
  Market, 43.
  Medical, 270, 380, 401.
Restaurant worker, 14, 35, 82, 96, 163, 200, 530, 531.
  See also cashier, restaurant; cook, hostess, restaurant; manager, tea room; proprietor, restaurant; waitress.
Retailer, 35.
Riveter, 28, 193, 338, 352, 465.
Rubber production worker, 79, 193, 229, 285, 352, 465.

S

Salesperson, 35, 40, 48, 63, 70, 82, 149, 172, 174, 261, 306, 365, 533.
  Door-to-door, 149.
  Insurance, 192.
  Real estate, 172.
  Traveling, 172.
Sales promotion, 174, 365.
Scientific aide, 142.
Scientist, 53, 287, 358, 502.
  See also anthropologist; archaeologist; astronomer; bacteriologist; biologist; botanist chemist; cystologist; geographer; geologist; horticulturist; mathematician; meteorologist; physicist; zoologist.
  Social, 62.
Sculptor, 368.
Seamstress, aircraft, 181.
Secretary, 2, 34, 43, 46, 63, 171, 196, 253, 261, 281, 314, 330, 394, 510.
  Chemical, 52, 122.
  Radio studio, 265.
  Social, 306.
Service workers, 518.
  See also attendant; beauty culture; caterer; cleaning and dyeing worker; companion; cook; hotel worker; domestic; institutional worker; laundry worker; maid; nurse aide; operator, elevator; restaurant worker.
Sewing power machine operator, *See* operator, power machine.
Shipbuilding worker, 110, 217, 229, 259, 282, 298, 321, 421.
Shoe manufacturing worker, 321.
Shopper, comparison, 174.
Shopper, personal, 35, 174.
Singer, 190, 361, 368, 375, 377, 394, 396.
Small arms manufacturing, 310, 321.
Social worker, 2, 6, 7, 8, 35, 45, 54, 82, 101, 142, 169, 229, 375, 403 444, 503, 525, 533.
  Child welfare, 101.
  Family case work, 101.

Social worker—Continued.
Group, 101, 202.
See also U. S. O. worker.
Medical, 4, 5, 101, 142, 205.
Psychiatric, 101, 109, 179, 205.
Public welfare, 101, 142.
Travelers' aid, 205.
Sociologist, 502.
See also scientist, social.
SPARS, 47, 86, 92, 119, 146, 159, 269, 328.
Speech specialist, 2.
See also lecturer.
Stage. *See* actress; dancer; playwright; puppeteer.
Statistical worker, 2.
Statistician, 34, 43, 53, 142, 287.
Stenographer, 43, 55, 63, 124, 159, 164, 181, 182, 190, 274, 314, 315, 316, 317, 330, 510.
Court, 317.
Head, 43.
Radio studio, 35.
Stenotypist, 43.
Stewardess, 142.
Air, 63, 137, 148, 181, 223, 230, 252, 384, 385, 398.
Ship, 398.
Train, 398.
Stock girl, 70, 174.
Store worker, 35, 70, 142, 159, 174, 530.
See also executive, store.
Stylist, 35, 48, 174, 306.
Supervisor, factory, 354, 455, 482, 484.

T

Teacher, 2, 35, 53, 68, 82, 93, 94, 95, 97, 142, 167, 182, 194, 195, 196, 197, 205, 212, 215, 229, 348, 358, 368, 375, 377, 382, 395, 503, 504, 533.
Art, 2, 108, 190.
Chemistry, 122.
Home economics, 54, 129, 142, 169, 347.
Music, 35, 102, 213, 244, 503.
Nursery school, 31.
Nursing, 19, 208, 252.
Of the blind, 162.
Of the mentally handicapped, 488.
Rural, 68, 378.
Visiting, 101, 109.
Technical and scientific aide, 142.
Technician, medical laboratory, 2, 63, 82, 88, 122, 142, 155, 215, 226, 287, 326, 336.
Radio, 156, 182, 287.
X-ray, 17, 142, 155, 280.
Telegraph workers, 35.
See also operator, telegraph; operator, teletype.
Telephone worker, 142, 333.
See also operator, telephone.
Teller, bank, 314, 315, 317.
Tester, materials, 166.
Textile specialist, 169.
See also designer, textiles.
Textile worker, 82, 306.
Therapist, occupational, 16, 35, 65, 88, 142, 155, 287, 346, 393, 405, 410, 435.
Therapist, physical, 88, 142, 154, 155, 184, 205, 287.
Toy maker, 435.
Training specialist, 287.
Translater, 182.
Transportation worker, 142, 159, 181, 214, 224, 229, 282, 321, 518.
See also aviation worker; driver; railroad worker.
Trimmer, window, 174.
Typist, 43, 55, 164, 182, 314, 315, 316, 317, 330.
Typographer, 435.

U

United Service Organizations worker, 202, 205, 222.

V

Veterinarian, 287.
Volunteer worker, 32, 36, 47, 222, 448.

W

WAACS, 36, 37, 47, 56, 86, 89, 119, 140, 146, 152, 157, 159, 215, 219, 229, 240, 258, 269, 331, 332, 337, 340, 361, 386, 392.
WACS. *See* WAACS.
WAFS, 80, 119, 157, 215, 278.
Waitress, 63, 96, 159, 190, 503, 525.
Warden, 381.
War production worker, 18, 28, 32, 45, 47, 50, 51, 57, 58, 66, 84, 98, 99, 111, 117, 118, 119, 126, 142, 147, 152, 159, 178, 182, 183, 185, 189, 225, 234, 269, 273, 286, 288, 290, 292, 304, 320, 322, 340, 422, 424, 425, 430, 437, 439, 446, 447, 449, 455, 458, 460, 461, 463, 464, 466, 468, 470, 477, 478, 479, 481, 483, 485, 495, 505, 506, 507, 508, 514, 536.
See also defense worker.
WAVES, 36, 47, 56, 86, 89, 119, 146, 152, 157, 159, 215, 219, 232, 269, 326, 327, 328.
Weaver, hand, 306.
Welder, 465, 467.
Aircraft, 181, 183.
Shipyard, 110, 259, 298.
Welfare worker, 360.
Wrapper, 174.
Bakery products, 306.
Candy, 306.
Writer, 2, 361, 375, 389, 394.
See also editor; journalist; playwright; poet.
Fashion, 48, 169.
Feature, 261.
Home economics, 14, 54, 255.
Radio, 394.
Show card, 75.
Technical, 230.

Y

Y. W. C. A. worker, 177.

Z

Zoologist, 358, 401.

SUBJECT INDEX

[Numbers refer to items rather than to page numbers]

B

Bibliographies, occupational, 7, 13, 19, 26, 35, 76, 88, 101, 103, 119, 140, 150, 156, 163, 169, 171, 209, 210, 211, 247, 248, 260, 261, 267, 286, 291, 341, 448, 455, 456, 461, 498.
Biographies, 165.
See also references in section "Occupational Biographies and Fiction."

C

Career conferences, college, 2, 205, 456, 487.
Case studies, 511.
Children of working mothers, facilities for, 18, 471.
See also problems, working women.
College women, occupations for, 2, 4, 5, 9, 10, 34, 50, 54, 57, 58, 122, 135, 177, 260, 265, 287, 290, 437, 460, 502.

D

Defense training, 20.
See also war production training.
Directories,
College, 441.
Junior colleges, 409, 442.
Private schools, 441, 442.
Specialized training facilities, 4, 5, 7, 11, 12, 15, 16, 17, 27, 61, 88, 247, 403, 410, 415, 417, 433, 435.

G

Guidance, 469, 486.
College women, 26, 462, 511.
Secondary schools, 86, 90, 91.

H

Health and safety, women workers, 489, 494, 499, 500, 501.

I

In-service training, 6, 74.

J

Job hunting, 3, 170.
Special fields, 48, 164, 253, 261, 265, 267, 347.
Job success, 3, 40, 170, 347.
Special fields, 164, 267, 281.

L

Legislation, 28, 490.
Licensing, 27, 93, 167, 348.

M

Mentally handicapped, 488.

N

Negro women in occupations, 233, 361, 368 377, 382.

O

Occupational classification, 459.
Occupational information, sources of, 9, 10, 535.
Older women, special problems, 272, 491, 153, 496.
Organizations, women's defense or war activities, 30.

P

Part-time employment, 478.
Placement, special fields, 15, 95, 197.
Problems, working women, 22, 119, 126, 193, 427, 429, 448, 450, 451, 457, 458, 464, 465, 467, 468, 469, 470, 471, 473, 474, 475, 477, 479, 480, 484, 493, 498, 514, 533.
See also children of working mothers, facilities for.

R

Recruitment, 455, 457, 461, 467, 472, 476, 477, 481.

S

Scholarships, special fields, 207, 444.
Selection, 74, 452, 455.
Status, married women, 54, 170, 493.
Status, women, 54, 539.
Surveys and statistics, 70, 77, 93, 95, 97, 111, 119, 122, 167, 173, 175, 184, 195, 211, 279, 286, 288, 290, 297, 298, 300, 301, 302, 307, 308, 309, 310, 311, 313, 314, 315, 316, 318, 319, 323, 324, 338, 348, 415, 419, 426, 428, 434, 497, 504.

T

Tests,
Aptitude, 48, 91, 454.
Clerical, 164, 452, 453.
Occupational, 63, 82.
Vocational interest, 60, 130, 512.
Training, restaurant, 96.
Trends, 27, 30, 492, 495, 503.
Special fields, 299.

V

Visual aids, 39, 456, 536.

W

War production training, 18, 47, 85, 178 189, 411, 412, 413, 431.
Work standards, 22.

United States Government Printing Office - - - Washington: 1944

For sale by the Superintendent of Documents, Washington 25, D. C.
Price 15 cents

U. S. Department of Labor
WOMEN'S BUREAU
Washington

June 28, 1943

From-- Miss Benham

June 1943--No. 4.

WOMEN'S EMPLOYMENT--NOTES FOR USE OF STAFF

Report on:
- Recent Books and Articles of Interest
- Women on War Jobs
- Women Replacing Men
- Standards for Women's Work
- Demand For and Supply Of Women
- Employment of Negro Women
- Employment of Handicapped Women
- Post War Employment

RECENT BOOKS AND ARTICLES OF INTEREST

In the Women's Bureau

Manual of Industrial Nutrition, Food Distribution Administration, G.P.O. 1943.

In the Labor Library

Supervision, June 1943 contains:

British and United States Experience With Part-time Employees

Womanpower Drive Solves Labor Shortage

Plan and Schedule of New Britain Womanpower Organization Mobilization Campaign.

Adequate Maintenance and Protection of Health for Women Workers in New York State, September, 1942. New York Dept. of Labor, Division of Women in Industry and Minimum Wage, 1943. (HD. 6993 N 7 A 55, 1942.)

Company Problems of Wage and Salary Control

American Management Association, Personnel Service No. 65, contains a section on Equal Pay for Equal Work.

Manpower for Victory. Total Mobilization for Total War, by John J. Corson. Ferrar and Rinehart Incorporated, N.Y. 1943.

Modern Industry, June 15, 1943 contains:
How to Recruit Women - Methods used in different cities.
New Slant on New Products - "How outside help from private research groups and schools can ease war plant job of finding products for tomorrow, give designers a new lift."
New Industrial Materials from New Oil Products.
Industry Watches its Dust - Dust control linked with salvage.
Should Industry Support the Women's Equal Rights Amendment: Yes - Mrs. Edna S. Capewell, personnel councellor for women in aircraft plant. No - Susan B. Anthony II.

WOMEN ON WAR JOBS

Production Illustration

A number of plants have established staffs, including some women, to make production illustrations. Among them are Sperry Gyroscope, General Electric and Radio Corporation of America. These drawings are perspective or isometric drawings which show clearly the parts of a machine and how they fit together. They are used to speed production, in training classes, and in the field to aid in repairing machines. They can be used by persons who do not understand blueprints. The Parsons School of Design in New York has added a course in production illustration. Sherman, Baland, And Boyce, New York industrial consultants make production drawings for firms unable t to assemble the necessary staff. (Indianapolis Star, June 15, 1943.)

Highway Ferry Command

Convoys of women drivers deliver rolling stock to Army depots and overseas, shipping points. They must drive at least 300 miles a day. Long trips are planned

so as to ensure good meals and beds at hotel or tourist house each night. The Command was organized and is supervised by Mrs. Alma Dyke. (Phil. Inquirer, 7/20/43)

Alabama Air Service

Girl mechanics have been working for a year at Maxwell Field. Recently all-girl crews were formed with a woman in charge (Montgomery Advertiser, June 20, 1943)

Pennsylvania

John Evans Sons Co. Philadelphia put 8 women on stamping machines and spring winding. The rate of rejection of springs for failure to meet specified tension tests has been reduced.

Parker White Metal Co., maker of die castings for aircraft is training 25 women replacements for men as toolkeepers, inspectors, machine operators, and packers.

Shop superintendent of Hall Planetary Co. Philadelphia, skeptical about employing women, reports he is now highly pleased with their work as machine operators. They are intraining to be upgraded and more employed as replacements. (Apprentice-Training Service, June 16, 1943. Confidential.)

Rhode Island Navy Insignia

One hundred and forty women work for Arnold Mfg. Co., Pawtucket embroidering insignia for the U. S. Navy, Coast Guard, and Maritime service and for the Royla Norwegian Navy. Women must work a minimum of 5 hours a day and may work longer. Invasion of France cut off the usual source of gold thread, bt the Arnold Company worked out a comparable product. (P. Times, June 15, 1943.)

Texas Army

Seventy-five uniformed women guards are part of the force at the San Antonio Army Service Forces Depot. Women employees at Normoyle ordnance depot are the rule. Total civilian employment is about 600. The same is true of the Dickson Gun Plant where gunberrels are made for 40 to 90 mm filed pieces and 40 to 105 mm howitzers. Women here operate some of the electric cranes and do gunbaring, trimming and tempering. At Fort Sam Houston Service Forces Depot there are 3,300 civilians about half women. At Camp Wallace, important aircraft center, most of civilian employees are women who are housed in special barracks. Half the workers at San Antonio Arsenal are women. (S. A. Express, June 14, 1943.)

WOMEN REPLACING MEN

Alabama Textiles

About 40 percent of the employees at the plants of West Point Mfg. Co. and Kanett Bleachery and Dye Works are women. Many of them are on jobs formerly held by men. They are weaving, doffing and sweeping, as well as doing other jobs. At the Dye Works there are 300 women compared with 60 before the war. (Textile Bulletin, June 15, 1943.)

California Oil

In normal times women were less than 3 percent of the employees in oil refineries, now 25 percent. (Report to Governors Council of Department of Industrial Relations. May 1943.)

Colorado Ordnance

The goal at the Pueblo Ordnance Depot is to have 65 percent of workers women. Now they are about 28 percent. Among the jobs they are now doing are the following: 153 make ammunition crates. A woman is crew foreman in the lumber yard with 17 women under her. Two women operate strapping machines used in crating. One woman is claimed to be the only saw filer in the nation. "She has claims and verification from the leading saw manufacturers---as to her skill." A woman is superintendent of janitors, 14 women and 5 men. Many of the warehouse crews are women. Some do the lighter loading and operate small tractors and trucks. Others do checking. About three-fourths of ammunition checkers are women. A woman accountant with an all-woman staff operates the fiscal section. Women are gradually replacing men as guards. (P. Star-Journal, June 13, 1943.)

Massachusetts Sales

The Goodyear Tire and Rubber Co. has opened a course for about 40 women in its retail division. They will be trained to replace men as store managers, office managers, budget sales managers and so on. Work always limited to men heretofore. (Boston Globe, June 16, 1943.)

Ten policewomen have gone on duty patrolling Boston Common, Scollay Square, and sections of the entertainment areas. They are the first appointed in Boston in 22 years. (B. American, June 19, 1943.)

Minnesota Mining

Shortage of trained men in the laboratories of the Oliver Iron Mining Co., subsidiary of U. S. Steel Corp., has necessitated employment of women as analysts for ore produced from the Mesabi range. The first 24 women have begun work after training. Work includes making determinations of iron, manganese, phosphorus and other chemicals necessary for the grading of iron ore for steel making. (N.Y.Times, June 23, 1943.)

New York Milk Delivery

A woman has worked for a month driving a milk truck in the Cowlesville area. She picks up 125 pound cans of milk from farmers, collecting as many as 60 cans in a day. (Buffalo Courier Express, June 17, 1943.)

Transit

Women will be trained as maintenance workers for the New York City Transit shops. They will receive 70 cents an hour, the same as men. Jobs will be for the duration only. Six hundred and fifty places are to be filled. (N.Y.Eve. Post, June 17, 1943.)

Texas Chemicals

Women are working in the carbon black plants of Continental Carbon Co. in Sunray, filling bags, drilling and repairing pipe burners, loading freight cars. A picture shows one in the laboratory. (Modern Industry, June 15, 1943. p.146)

STANDARDS FOR WOMEN'S WORK

California, Rest and Hot Food

(over)

Increased employment of women has led to voluntary extention to men of benefits required by law for women. In a number of plants the 10 minute rest period given to women who stand at work has been given men. The manager of a large defense plant said production had increased with introduction of the rest period. Hot food and drink required for women on night shift were availalbe to men who before carried cold lunches. (Report to Governor's Council of Dept. of Indus. Relations. May 1943.)

Massachusetts Hours

While the Springfield Armory does not come under the provisions of the State labor law (9-hour day, 48-hour week) the Commissioner of Labor and Industry has asked the Federal Government to cooperate in living up to State standards that apply to private employers. Mr. Moriarty states that women already employed full time on other jobs are being interviewed for part-time jobs at the Armory. The 4-hour shifts were to start June 16 or 17. (S. News, June 14, 1943.)

Missouri Hour Law

The Missouri Supreme Court has declared unconstitutional the law limiting women's hours to 54 a week. Basis of the decision is that excepting plants in towns of 3000 or less is discriminatory. (St. Louis Post Dispatch, June 20, 1943.)

New York Guaranteed Wage

Acting State Industrial Commissioner has stated the $14 guaranteed minimum wage for laundries will be waived on application and showing of necessity. This will allow laundries to hire part-time workers without paying the guaranteed weekly minimum. At least 35 cents an hour must be paid. (N.Y.Herald Tribune, June 20, 1943.)

Wage Raise

3200 workers in 48 laundries in N.Y.C. and upstate have had their wage raised from 43 to 50 cents an hour. The Laundry Workers' Joint Board, CIO is trying to get higher pay for the other N.Y.C. laundry workers. (N.Y. Journal and American, June 19, 1943.)

An agreement approved by the regional N.L.B. allows a general 6.7 cents increase for more than 2800 cleaning workers in N.Y.C. area. For another group of 1500 increases were 8 cents for those earning 80 cents or less, 7 cents for those earning 81 cents, 6 cents for those earning more. (N.Y.Times, June 24, 1943.)

Clerical Wage

Shortage of stenographers and file clerks has become acute. At least one business man has asked the Y.W.C.A. to give girls pep talks to induce them to stay at their desks. Nothing will keep them there but better pay according to a Y.W.C.A. representative. While the Department of Women in Industry and Minimum Wage recently estimated that even a girl living at home needed $28.50 a week to live decently, thousands of girls are still earning and being offered $18 and $20 a week. This is well shown by the survey of weekly clerical salaries paid by 281 New York City employers in December 1942, reported by Commerce and Industry Association of New York Incorporated. The study covered 22,688 women. The lowest salaries reported by occupation ranged from $14 for junior clerks to $19 for secretaries. Weighted salary level of the largest group ranged from $17.44 for "other" positions to $41.36 for senior bookkeepers. It was below the necessary $28.50 in 7 out of 12 occupations: junior bookkeepers, bookkeeping machine operators, typists, telephone operators,

office machine operators, junior clerks and file clerks. Office girls come into the Y.W.C.A. too tired and run down to enjoy its activities. Many are studying drafting, welding and other occupations never before open to them in order to earn more. (N.Y.Times, June 19, 1943.)

Ohio Hours

According to an opinion of the attorney general on the recently enacted hour law, there is no limit on the number of hours women may be asked to work as long as the Director of Industrial Relations decides the hours are necessary and are not injurious. (Columbus Citizen, June 18, 1943.)

Oregon Laundry Rates

W.L.B. has approved a 15 cent an hour increase for about 1000 workers in 12 Portland laundries. The average wage of unskilled and semi-skilled workers, mostly women has been 47 cents an hour. (P. Oregon Journal, June 13, 1943.)

DEMAND FOR AND SUPPLY OF WOMEN

Hotels

In Chicago's swank residential hotels guests make their own beds on Sunday as chambermaids work a 6-day week. In Philadelphia, hotels and clubs have abolished room service, linen napkins and fresh sheets nightly, and notified guests they will get but 1 face and 1 bath towel daily. Restaurant hours are cut. (Business Week, June 19, 1943.)

Arkansas Arsenal

Pine Bluff Arsenal plans to hire 200 women for training as mechanic helpers and for similar jobs. (Pine Bluff Commercial, June 16, 1943.)

Georgia

The Atlanta Business and Professional Women's Club has established a mobilization committee to help direct women to training programs. In cooperation with W.M.C. they will compile a registry of jobs for women and a list of places where necessary training can be obtained. They hope to set up a guidance clinic for women. Miss Patricia Ditsch, Assistant office manager at Bell Aircraft, Marietta, has been named chairman of Club mobilization committee. (A. Journal, June 13, 1943.)

New York

W.M.C. representatives says essential industries in Schenectady will need more than 10,000 men and women by end of year, between 1,500 and 2,000 a month. (S. Gazette June 17, 1943.)

Washington

Plans are being made in Seattle for a drive to recruit women. A minimum of 5,000 a month will be needed in the next 4 or 5 months. (S. Star, June 14, 1943.)

Wisconsin

A card check is planned in Milwaukee to test availability of women for work in war plants. Enrollment blanks are being mailed to women in designated areas of

the city. Extension of plan will depend on reaction to this spot check. U.S.E.S. will interview women who say they want to work. (N. Journal, June 15, 1943.)

EMPLOYMENT OF NEGRO WOMEN

Ohio

An active campaign to bring Negro women into war industries on a par with other workers became Miss Mary Schaffer's biggest job as she opened a 3 month "shift" as assistant to Mr. William E. Edmunds in the War Manpower office. She is chairman of the Womanpower Committee of W.M.C. on loan from Western Reserve University. (Cleveland News, June 14, 1943.)

Electric Products

The Cleveland General Electric has put employment plans in motion whereby 2 Negro women would be employed in the research laboratory and then gradually placed throughout the plant. (C. Call & Post, June 19, 1943.)

EMPLOYMENT OF HANDICAPPED WOMEN

Oregon - Gas Masks

Blind men and women are employed in a Portland gas mask plant, packing, assembling, and so on. It was necessary to bring supplies to the blind and this turned out to be good general practice for all workers, resulting in better production. (P. Oregon Journal, June 13, 1943.)

POST WAR EMPLOYMENT

Public Utilities

Consolidated Edison Co. has secured approval of Public Service Commission to install bi-monthly billing and meter reading in Brooklyn. They are now asking to install the same method in the remainder of their territory. The company argues that a manpower shortage is imminent, but there was no intimation that they were asking for the change for the emergency only. At the hearing on the change in Brooklyn, a company representative said the practice would be permanent. With thousands of employees in military service or war time leave of absence, the change, if permanent would make hard, if not impossible, the return to work of nearly 1,100 people. Cross examination by the union at the original hearing brought out that no effort had been made to hire either women or older men. (The Labor Leader, N.Y.C. June 18, 1943.)

Neyraudes

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1943





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PRINCETON, NEW JERSEY

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1943

PREPARED BY
HELEN BAKER, Assistant Director
INDUSTRIAL RELATIONS SECTION

Fourth Edition

INDUSTRIAL RELATIONS SECTION
PRINCETON UNIVERSITY
PRINCETON, NEW JERSEY
May, 1943

INDUSTRIAL RELATIONS SECTION

DEPARTMENT OF ECONOMICS AND SOCIAL INSTITUTIONS

PRINCETON UNIVERSITY

Established 1922

J. DOUGLAS BROWN, Director

HELEN BAKER, Assistant Director

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RITA B. FRIEDMAN, Research Assistant

The reports of the Industrial Relations Section are the joint product of the Section's staff under the supervision of the Director. In the case of each report, the research and preparation of manuscript is done by the staff member whose name appears on the title page.

Bibliographical Series No. 72

Foreword

The development of a specialized literature plays an important role in the evolution of a profession. The doctor, lawyer, or engineer is able to turn to a large body of authoritative writings when in need of assistance in meeting new problems. Although few social problems exceed in importance and complexity those arising in industrial relations, the literature of this field is still small when compared to those of medicine or law.

But the last twenty years have seen a rapid accumulation of authoritative experience in industrial relations. New problems and new techniques have given rise to an increasing body of knowledge which has, in turn, become a valuable resource for both practitioners and students in the field. The impact of serious economic conditions and progressive legislation in the 1930's accelerated the growth of this literature. The complex problems arising in a war economy have stimulated a vast stream of reports and articles.

The same conditions which accelerate the growth of literature make it difficult for the industrial relations executive to keep abreast of new publications. Techniques and problems change so rapidly that conferences, informal reports, and periodical articles are necessary for the interchange of experience which has not yet found its way into books. Under these circumstances, the danger arises that too little attention will be given to past experience. In the absence of any extensive professional curriculum as a preparation for work in the field, most of the reading of the executive must be done sporadically whenever the pressure of work permits. There is much reason therefore for the careful selection of an office library, always available for reference and study, which may afford a balanced and comprehensive coverage of the best literature in the field.

The selection of such a library is no easy task. Tastes vary even in technical writing. In the following suggested book list, limited to approximately one hundred and fifty items, many well known works have had to be omitted, especially on subjects on which much has been written. In less developed fields, pamphlets are included even though brief and limited in scope.

This fourth edition of the *Office Library of an Industrial Relations Executive* reflects the impact of the war on labor relations as well as important shifts in emphasis that have occurred since the 1938 edition was issued. Social security and employment stabilization are not overlooked but more space is given to items dealing with the supply of labor, employment and training procedures, collective bargaining, and government coordina-

tion. Sources of information have been expanded to include additional periodicals, services, and hearings which provide valuable data on problems on which exact information and reports of current experience are needed from day to day.

The Section will be pleased to furnish on request more detailed lists of references on any of the specific subjects included in the book list.

J. Douglas Brown,
Director

Princeton, New Jersey
May 10, 1943.

TABLE OF CONTENTS

		PAGE
FOREWORD		v
I.	GENERAL WORKS	1
	A. Labor Economics	1
	B. Industrial Management	1
	C. Personnel Administration	2
II.	SPECIFIC PERSONNEL PROBLEMS AND PROGRAMS	4
	A. Employment Problems and Procedures	4
	1. Supply of labor	4
	2. Employment procedures	4
	3. Stabilization of employment	5
	4. Special groups of workers	5
	B. Training and Information for Employees	6
	1. General studies of training	6
	2. Supervisory and executive training	7
	3. Methods of giving information to employees	8
	C. Hours of Work	8
	D. Wage Determination and Employee Rating	9
	E. Health and Safety	10
	F. Industrial Psychology	12
	G. Employee Savings and Profit Sharing	13
	H. Insurance, Pension, and Dismissal Compensation Plans	13
	I. Leave of Absence	14
	J. Suggestion Systems	15
III.	TRADE UNIONS AND COLLECTIVE BARGAINING	15
	A. Collective Bargaining	15
	B. Trade Union History and Policies	16
	C. Union-Management Cooperation	17

PAGE

IV. Labor Legislation and Government Coordination 18
A. General 18
B. Labor Relations 19
C. Hours and Wages 21
D. Housing 21

V. Social Insurance 22
A. General 22
B. Social Security Act 22
C. Unemployment Compensation 23
D. Old-Age and Health Insurance 23
E. Workmen's Compensation 24

VI. Additional Sources of Information 24
A. Studies, Reports, and Handbooks 24
B. Congressional Hearings on Labor and the War 25
C. Periodicals 26
D. Commercial and Government Informational Services 28

Publishers' Addresses 29

Author Index 32

I. GENERAL WORKS*

A. LABOR ECONOMICS

Daugherty, Carroll R. *Labor problems in American industry.* Boston. Houghton Mifflin Company. 1941 (fifth edition). 1008 pp.

A comprehensive text-book discussing the background and inter-relationships of the economic and human forces in labor problems, and the attempts of unions, employers, and the state to adjust these conflicts.

Leiserson, William M. *Right and wrong in labor relations.* Berkeley. University of California Press. 1938. 86 pp.

One in the series of lectures on "The Morals of Trade." Points out the essential need of an approach to labor relations as "human relationships . . . to be managed, controlled, adjusted."

Lester, Richard A. *Economics of labor.* New York. Macmillan Company. 1941. 913 pp.

Text on the economic aspects of labor problems, considered primarily as clashes of interest in the market for labor services. Includes special chapters on collective bargaining in rail and water transportation, bituminous coal, clothing, iron and steel, and newspapers.

Millis, H. A. and R. E. Montgomery. *Labor's progress and some basic labor problems.* (Vol. I, Economics of Labor.) New York. McGraw-Hill Book Company, Inc. 1938. 584 pp.

An exhaustive study of the economic problems involved in securing increased real earnings and a higher standard of living for workers.

Slichter, Sumner H. *Economic factors affecting industrial relations policy in national defense.* New York. Industrial Relations Counselors, Inc. 1941. 112 pp.

Covers all phases of labor economics as affected by the war program.

B. INDUSTRIAL MANAGEMENT

Barnard, Chester I. *The functions of the executive.* Cambridge. Harvard University Press. 1938. 334 pp.

A thoughtful exposition by an experienced industrial executive of the theory of cooperation and organization and of the functions and methods of operation of executives in formal organizations.

* Addresses of publishers are given on pages 29-31. Items should be ordered through a bookstore or direct from the publisher. The Industrial Relations Section can supply only its own publications.

Davis, Ralph C. *Industrial organization and management.* New York. Harper and Brothers. 1940 (revised edition). 636 pp.

Text on the fundamental functions and principles of factory organization, including extensive discussion of personnel problems, labor relations and morale building.

Holden, Paul E., Lounsberry S. Fish and Hubert L. Smith. *Top management organization and control.* Stanford University, Calif. Stanford University Press. 1941. 239 pp.

Report of a survey of the organization and functioning of top management in thirty-one leading industrial corporations, with a summary of effective executive practice in meeting the more important problems of organization and control.

Lansburgh, Richard H. and William R. Spriegel. *Industrial management.* New York. John Wiley and Sons, Inc. 1940 (third edition). 666 pp.

Intended primarily for students, this book provides a well-organized summary of the fundamentals of industrial management, including sections on personnel relations and wage-payment problems.

Metcalf, Henry C. and L. Urwick, editors. *Dynamic administration*; the collected papers of Mary Parker Follett. New York. Harper and Brothers. 1942. 320 pp.

While concerned with administration in general, this collection of significant papers is of particular interest to personnel executives whose responsibilities are especially in the field of human relationships in industry.

Niles, Mary C. H. *Middle management*; the job of the junior administrator. New York. Harper and Brothers. 1941. 270 pp.

Deals with the responsibilities and problems of the administrator who is in the rank below top management and above direct supervision.

Smith, Elliott Dunlap in collaboration with Richmond C. Nyman. *Technology and labor*; a study of the human problems of labor saving. New Haven. Yale University Press. 1939. 222 pp.

A study of the causes of friction between management and labor, and questions to be considered by management in planning and installing labor-saving changes. A check list of these questions for management is given in the appendix.

C. PERSONNEL ADMINISTRATION

Balderston, C. Canby. *Executive guidance of industrial relations*; an analysis of the experience of twenty-five companies. Philadelphia. University of Pennsylvania Press. 1935. 435 pp.

A concise presentation of industrial relations programs in twenty-five companies, followed by a summary of the factors underlying these programs and an analysis of competitive conditions in the industries represented.

Hicks, Clarence J. *My life in industrial relations*; fifty years in the growth of a profession. New York. Harper and Brothers. 1941. 180 pp.

Observations on the evolution of the profession and philosophy of industrial relations with a discussion of a fundamental program and today's standards in the field.

Mosher, William E. and J. Donald Kingsley. *Public personnel administration.* New York. Harper and Brothers. 1941. 671 pp.

The outstanding text in its field, this book covers well the scope and status of public employment selection policies and procedures, compensation and other incentives, employee relations, working conditions, and public relations.

Princeton University, Industrial Relations Section. *The determination and administration of industrial relations policies.* Princeton. 1939. 74 pp.

A report on the methods and responsibility for the determination of policies, typical personnel organizations, and the allocation of responsibility in connection with specific procedures found in a study of practices in 100 companies.

Robinson, O. P. *Retail personnel relations.* New York. Prentice-Hall, Inc. 1940. 565 pp.

A basic text for anyone in personnel work in the retail field.

Roethlisberger, F. J. and W. J. Dickson. *Management and the worker.* Cambridge. Harvard University Press. 1939. 615 pp.

Interprets the results of the research program conducted at the Hawthorne Works of the Western Electric Company in terms of working conditions and employee efficiency, the improvement of employee relations, and a better understanding of employee satisfaction.

Scott, W. D., R. C. Clothier, S. B. Mathewson and W. R. Spriegel. *Personnel management*; principles, practices, and point of view. New York. McGraw-Hill Book Company, Inc. 1941. 589 pp.

A recently revised text which covers thoroughly the practical procedures and "instruments of control" in personnel administration, employee incentives, labor relations, and employee attitudes and opinions. Appendix A reports on the results of a survey of the status of personnel management in 231 concerns in 1940, as compared with the status in 1930.

Yoder, Dale. *Personnel management and labor relations.* New York. Prentice-Hall, Inc. 1942. 848 pp.

A study of the status and functions of personnel administration in the light of recent labor trends. Particularly helpful in its discussions of techniques and presentation of sources of more detailed information and current statistics.

II. SPECIFIC PERSONNEL PROBLEMS AND PROGRAMS

A. EMPLOYMENT PROBLEMS AND PROCEDURES

1. *Supply of Labor*

International Labour Office. Studies and Reports Series C, No. 23. *Labour supply and national defence.* Montreal. 1941. 245 pp.

Considers questions of the allocation of manpower between the armed forces and industry, vocational adaptation of labor supply, the mobilization of labor resources, and information and organization. Refers to policies and experience in Great Britain, France, Germany, British Dominions, United States and Japan.

Stewart, Maxwell S. *The coming crisis in manpower.* Public Affairs Pamphlets, No. 68. New York. Public Affairs Committee, Inc. 1942. 32 pp.

Weighs the available manpower and sources of additional workers against the need in expanding war industries. Suggests possible lines of attack.

2. *Employment Procedures*

Bingham, Walter V. *How to interview.* New York. Harper and Brothers. 1941 (third revised edition). 263 pp.

Covers all aspects of principles and techniques in interviewing.

Drake, Charles A. *Personnel selection by standard job tests.* New York. McGraw-Hill Book Company, Inc. 1942. 147 pp.

A description of a technique for the selection of industrial personnel consisting primarily in designing performance tests that embody the essential elements of dexterity and perception discovered by the analysis of a job or a group of similar jobs.

Fear, Richard A. and Byron Jordan. *Employee evaluation manual for interviewers.* New York. The Psychological Corporation. 1943. 39 pp.

Recommends the use of an employee evaluation form in connection with the selection interview and discusses the interpretation of items on the form.

National Industrial Conference Board, Inc. Studies in Personnel Policy No. 32. *Experience with employment tests.* By Herbert Moore. New York. March 11, 1941. 72 pp.

A valuable summary of the different types of employment tests and descriptions of experience in specific companies.

Studies in Personnel Policy No. 38. *Employment procedures and personnel reports.* 1941. 84 pp.

Describes procedures and gives typical forms in use in well-organized employment departments.

3. *Stabilization of Employment*

Feldman, Herman. *Stabilizing jobs and wages through better business management.* New York. Harper and Brothers. 1940. 334 pp.

A comprehensive, up-to-date discussion of business plans and methods of regularizing employment and income.

4. *Special Groups of Workers*

Feldman, Herman. *Racial factors in American industry.* New York. Harper and Brothers. 1931. 318 pp.

A significant study covering the status and problems of the various races represented in American industry. Chapters VIII and IX on industrial policies and management technique are particularly valuable.

National Industrial Conference Board, Inc. Studies in Personnel Policy No. 41. *Women in factory work.* New York. 1942. 52 pp.

This report includes discussion of the principal personnel activities affected by the employment of women. Emphasizes the types of work women can do, and methods in recruiting and selection.

New York State War Council, Committee on Discrimination in Employment. *How management can integrate Negroes in war industries.* Albany. 1942. 43 pp.

A handbook describing successful procedures in the selection and introduction of Negro workers. Includes a list of companies with important experience and a selected bibliography.

Princeton University, Industrial Relations Section. *Women in war industries.* Princeton. 1942. 82 pp.

A discussion of the principal problems met, and a summary of policies and procedures found effective in securing the satisfactory and rapid induction of women into war industries.

United States Department of Labor, Women's Bureau. Special Bulletin No. 1.* *Effective industrial use of women in the defense program.* Washington. Government Printing Office. 1940. 22 pp.

A convenient check list of the most important factors in the successful employment of women.

B. TRAINING AND INFORMATION FOR EMPLOYEES

1. *General Studies of Training*

Cushman, Frank. *Training procedure*; a discussion of the problems encountered in planning, organizing, and maintaining efficient training programs in industrial, business, and public service organizations. New York. John Wiley and Sons, Inc. 1940. 230 pp.

A practical guide to the development of an effective training program.

Dodd, Alvin E. and James O. Rice, editors. *How to train workers for war industries*; a manual of tested training procedures. New York. Harper and Brothers. 1942. 260 pp.

A compilation of short reports on specific training problems drawn from American Management Association and Training Within Industry material. Includes a selected bibliography with items classified according to the principal divisions of the book: quick training of rank-and-file workers, supervisory training, apprenticeship, selection of trainees, and women workers.

Greene, James H. *Organized training in business.* New York. Harper and Brothers. 1937 (revised edition). 350 pp.

A comprehensive study of the steps involved in planning and administering a company training program. Includes a chapter on training needs as affected by collective bargaining.

National Industrial Conference Board, Inc. Studies in Personnel Policy No. 37. *Selecting, training and upgrading*; supervisors, instructors, production workers. New York. May, 1941. 72 pp.

Plans for upgrading and training developed in five companies to help meet labor shortages, with outlines and forms used in connection with these programs.

Reitell, Charles. *Training workers and supervisors.* New York. Ronald Press Company. 1941. 182 pp.

A compact discussion of the essential procedures in a satisfactory selection and training program. The sections on training consider both training for better performance and training in human relations.

* Other special bulletins of the Women's Bureau deal with particular aspects of the employment of women in war industries.

War Manpower Commission, Training Within Industry.* *Progress report* [second annual report]. Washington. September, 1942. 22 pp. processed. Bound with *Bulletin No. 1.* August, 1942. 12 pp.

A résumé of activities of the TWI section with reports from each district. Bulletin No. 1 includes a list of the TWI publications.

2. *Supervisory and Executive Training*

Beckman, R. O. *How to train supervisors.* New York. Harper and Brothers. 1940. 305 pp.

A thorough study of the subject of supervisory training.

Cleeton, Glen U. and Charles W. Mason. *Executive ability*; its discovery and development. Yellow Springs. Antioch Press. 1934. 183 pp. and appendices.

A study of methods of determining and developing executive ability. Practical discussion of training techniques. Variety of tests given in appendix.

Cooper, Alfred M. *How to supervise people.* New York. McGraw-Hill Book Company, Inc. 1941. 150 pp.

An analysis of representative effective supervisory practice, with special emphasis on the use of conferences.

Heyel, Carl, editor. *The foreman's handbook.* New York. McGraw-Hill Book Company, Inc. 1943. 410 pp.

Chapters contributed by specialists cover the subjects of most importance to foremen.

Kress, A. L. *Foremanship fundamentals.* New York. McGraw-Hill Book Company, Inc. 1942. 276 pp.

Outlines the various personnel and production problems of the foreman, and makes constructive proposals for dealing with them.

Niles, Henry E. and Mary C. H. Niles. *The office supervisor*; his relations to persons and to work. New York. John Wiley and Sons, Inc. 1942 (second edition). 269 pp.

A comprehensive discussion of what is required of the present or prospective office supervisor.

Riegel, John W. *The selection and development of prospective foremen.* Ann Arbor. Bureau of Industrial Relations, University of Michigan. 1941. 69 pp.

A survey based upon the experiences of representative companies in

* The TWI bulletins and other publications are valuable aids to the development of an adequate company training program, including suggested procedures in training production workers and supervisors.

the building up of the foremen group through careful selection and specialized training.

3. *Methods of Giving Information to Employees*

Heron, Alexander R. *Sharing information with employees.* Stanford University, Calif. Stanford University Press. 1942. 204 pp.

Analyzes and describes the kinds of information and types of media found useful in creating better understanding between management and employees. Emphasizes the importance of the "understanding unit" in the line organization.

Metropolitan Life Insurance Company, Policyholders Service Bureau. *Employee magazines.* New York. 1942. 73 pp.

The contents of 325 employee magazines. 1942. 74 pp.

The former report is concerned with policies, planning, physical factors, and distribution of employee magazines; the latter with content and methods of checking employee interest.

National Industrial Conference Board, Inc. Studies in Personnel Policy, No. 47. *Company annual reports to employees.* New York. September, 1942. 32 pp.

Considers format, content, and distribution of annual reports to employees, and evaluates the results in terms of employee interest and attitudes.

Princeton University, Industrial Relations Section. Industrial Relations Digests: XI. *Methods of transmitting information to employees.* Princeton. January, 1942. 8 pp.

Describes briefly the various methods of getting information to employees. Includes a bibliography.

C. HOURS OF WORK

Industrial Hygiene Foundation. *More manpower through reduction of absences*; a panel discussion. Pittsburgh. 1942. 63 pp. (Reprint from Proceedings of the Seventh Annual Meeting of Industrial Hygiene Foundation of America, November 10-11, 1942.)

National Industrial Conference Board, Inc. Studies in Personnel Policy No. 34. *Vacation policy and national defense.* New York. April, 1941. 19 pp.

A discussion of vacation policies and descriptions of vacation plans of 17 companies.

Studies in Personnel Policy No. 46. *Reducing absenteeism.* 1942. 35 pp.

A study of company procedures in recording and analyzing absences with suggestions for combating absenteeism.

Studies in Personnel Policy No. 40. *Shift practice in war industry.* 1942. 20 pp.

Data regarding shift operation and policies based on information from 185 companies.

New York State Department of Labor, Division of Women in Industry and Minimum Wage. *Hours of work in relation to health and efficiency.* Albany. 1941. 90 pp. Mimeographed.

A summary of laboratory and industrial studies both here and in England on hours of work, fatigue, and productivity.

Princeton University, Industrial Relations Section. *Hours administration as influenced by the defense program.* Princeton. 1941. 32 pp.

Different types of shift schedules and problems involved in the arrangements of shifts.

Optimum hours of work in war production. 1942. 25 pp.

A report of the opinions as to optimum hours of work received from 140 representative companies. Includes a summary of the important factors to be considered in determining optimum hours under specific conditions of work.

Stanford University, Graduate School of Business, Division of Industrial Relations. Study No. 9. *Shift schedules in continuous-process industries.* Stanford University, Calif. 1942. 23 pp.

A reprint of the Division's original report, *Shift Schedules,* with discussion of factors involved in the schedule construction and additional types of shift schedules, particularly for work weeks of 48 hours.

Vernon, H. M. *The health and efficiency of munition workers.* London. Oxford University Press. 1940. 138 pp.

A summary of all the factors affecting the efficiency of workers, with principal emphasis on hours of work, night work, and rest periods. Makes specific recommendations as to optimum number of hours of work for men and women, and younger workers.

D. WAGE DETERMINATION AND EMPLOYEE RATING

Balderston, C. Canby. *Wage setting based on job analysis and evaluation.* New York. Industrial Relations Counselors, Inc. 1940. 59 pp.

A concise review of the different methods of job analysis, describing the various techniques in terms of good industrial relations policy.

Benge, Eugene J., Samuel L. H. Burk and Edward N. Hay. *Manual of job evaluation*; procedures of job analysis and appraisal. New York. Harper and Brothers. 1941. 198 pp.

Emphasizing the "factor comparison method" of job evaluation, this book supplies step-by-step instructions for the installation of a wage and salary program.

Dickinson, Z. Clark. *Compensating industrial effort*; a scientific study of work and wages. New York. Ronald Press Company. 1937. 479 pp.

An exhaustive study of wage incentives. Attempts to integrate for the industrial executive the elements of economics, personnel and general management, and industrial psychology which bear upon the employee's wage-earning capacity. Includes chapters on profit-sharing and suggestion systems.

Lytle, Charles W. *Wage incentive methods*; their selection, installation and operation. New York. Ronald Press Company. 1942 (revised). 462 pp.

Covers well the methods and problems involved in all types of wage incentive plans.

National Industrial Conference Board, Inc. Studies in Personnel Policy No. 39. *Employee rating*; methods of appraising ability, efficiency and potentialities. New York. 1942. 119 pp.

Summarizes general principles and procedures for establishing an effective rating plan, weighs the uses and limitations of employee rating, and describes in detail thirteen company plans.

Riegel, John W. *Salary determination*; common policies and selected practices in forty American corporations. Ann Arbor. Bureau of Industrial Relations, University of Michigan. 1940. 278 pp.

Wage determination. 1937. 138 pp.

Two thorough studies of procedures in establishing, and methods of permanent administration, of salary and wage determination plans. Bibliographies in both reports.

E. HEALTH AND SAFETY

Clark, W. Irving and Philip Drinker. *Industrial medicine.* New York. National Medical Book Company, Inc. 1935. 262 pp.

A discussion of the industrial medical department and the chief problems facing the industrial practitioner.

Collier, Howard E. *Outlines of industrial medical practice.* Baltimore. Williams and Wilkins Company. 1941. 440 pp.

Intended primarily for industrial medical practitioners, this British text affords a useful reference book for anyone responsible for the health of industrial workers. The chapters on industrial hygiene, the

industrial environment, and conditions of work are of particular interest to the layman.

Duggins, G. H. and F. R. Eastwood. *Planning industrial recreation.* Lafayette. Purdue University. 1941. 82 pp.

A comprehensive study suggesting best methods of planning, organizing, and administering a recreational program for industrial workers.

Heinrich, H. W. *Industrial accident prevention*; a scientific approach. New York. McGraw-Hill Book Company, Inc. 1941 (second edition). 448 pp.

A comprehensive work on safety problems, analyzing the causes of accidents, and suggesting programs for prevention.

Note: Since accident prevention is so frequently under the direction of a special safety engineer, but one general book is here suggested for the use of the industrial relations executive. For anyone who must keep abreast of this subject, the following publications are particularly valuable:

Special Bulletins of the United States Department of Labor, Division of Labor Standards give specific information on the control of hazards in war industries; *Special Bulletins* of the Women's Bureau discuss the control of hazards to women employees in war plants; *Occupational Hazards to Young Workers*, a series of reports issued by the Children's Bureau, analyze hazards in specific industries.

National Safety News (monthly), *Transactions of the National Safety Congress* (annually), and *Safe Practices Pamphlets.* National Safety Council, Inc., 20 N. Wacker Drive, Chicago, Illinois.

Proceedings of the annual meetings of the International Association of Industrial Accident Boards and Commissions. (Published each year from 1916-1933 as a bulletin of the United States Bureau of Labor Statistics. Later proceedings have been published by the Division of Labor Standards, United States Department of Labor.)

National Research Council, Committee on Work in Industry. *Fatigue of workers*; its relation to industrial production. New York. Reinhold Publishing Corporation. 1941. 165 pp.

A review of selected laboratory and industrial studies on the physiological and psychological causes of fatigue. Especially valuable for its summary of research on temperature and fatigue and the Western Electric experiments.

Sappington, C. O. *Medicolegal phases of occupational diseases*; an outline of theory and practice. Chicago. Industrial Health Book Company. 1939. 405 pp.

Descriptions of the various types of occupational disease, and discussions of the insurance, medical, and legal aspects of the problem. Emphasis throughout is on the importance of preventive procedures.

United States Public Health Service, National Institute of Health, Division of Industrial Hygiene. *Manual of industrial hygiene and medical service in war industries.* William M. Gafafer, editor. Philadelphia. W. B. Saunders and Company. 1943. 508 pp.

A compilation of articles on the organization and operation of plant medical facilities, prevention and control of disease, and the maximum use of manpower.

F. INDUSTRIAL PSYCHOLOGY

Burtt, Harold E. *Principles of employment psychology.* New York. Harper and Brothers. 1942 (revised edition). 568 pp.

This text covers well the scientific techniques which have been found of practical help in the selection of employees.

Hartmann, George W. and Theodore Newcomb, editors. *Industrial conflict: a psychological interpretation.* First Yearbook (1939) of the Society for the Psychological Study of Social Issues. New York. The Cordon Company. 1940. 583 pp.

A series of studies on the causes of industrial conflict and efforts to eliminate it.

Industrial Commentaries (Vol. I, No. 1). *Determining employe attitudes.* Chicago. 1939. 35 pp.

An analysis of the problems involved in employer determination of employee attitudes, and suggested procedures.

Roethlisberger, F. J. *Management and morale.* Cambridge. Harvard University Press. 1941. 194 pp.

A study of social groupings and human situations in industry and of their implications in the development of cooperative efforts, with particular concern for the problems of leadership in industry.

Tead, Ordway. *The art of leadership.* New York. McGraw-Hill Book Company, Inc. 1935. 308 pp.

Considers the meaning and methods of leadership as contrasted with the concept and methods of command, and discusses practical factors in the development of leaders.

Tiffin, Joseph. *Industrial psychology.* New York. Prentice-Hall, Inc. 1942. 386 pp.

A basic text on the applications of psychology to industrial employment and personnel problems.

Viteles, Morris S. *Industrial psychology.* New York. W. W. Norton and Company, Inc. 1932. 652 pp.

A comprehensive coverage of all phases of industrial psychology.

Whitehead, T. N. *Leadership in a free society*; a study in human relations based on an analysis of present-day industrial civilization. Cambridge. Harvard University Press. 1936. 266 pp.

An approach to the problem of human adaptation to mechanical progress. Stresses particularly the need for business leadership to assume social responsibility.

G. EMPLOYEE SAVINGS AND PROFIT SHARING

Balderston, C. Canby. *Profit sharing for wage earners.* New York. Industrial Relations Counselors, Inc. 1937. 156 pp.

Summarizes the experience with profit-sharing in the United States and Great Britain, and weighs the fundamental problems which must be considered in establishing such a plan.

National Industrial Conference Board, Inc. Studies in Personnel Policy No. 42. *Employee thrift plans in war-time.* New York. 1942. 40 pp.

Describes methods of increasing the sale of United States war bonds to industrial employees, and summarizes the present status of credit unions, savings plans for employees in cooperation with banks, company savings plans, and employee stock purchase plans.

H. INSURANCE, PENSION, AND DISMISSAL COMPENSATION PLANS

Federal Security Agency, Social Security Board, Bureau of Research and Statistics. Bureau Report No. 6. *Cash benefits under voluntary disability insurance in the United States.* By Elizabeth L. Otey. Washington. Government Printing Office. 1941. 117 pp.

An analysis of existing methods of protection against the economic hazards of sickness and disability. Gives data on the extent of coverage through industrial, group, and cooperative insurance.

Hawkins, Everett D. *Dismissal compensation*; voluntary and compulsory plans used in the United States and abroad. Princeton. Princeton University Press. 1940. 390 pp.

A comprehensive study of all phases of dismissal compensation. The conclusions include a brief suggestion of the possible use of dismissal compensation in expediting labor mobility in wartime.

Latimer, Murray W. *Industrial pension systems in the United States and Canada.* New York. Industrial Relations Counselors, Inc. 1932. 2 vols. 1195 pp.

An exhaustive study of industrial pension systems. The appendices contain valuable statistical data as well as short analyses of individual company plans.

Latimer, Murray W. and Karl Tufel. *Trends in industrial pensions.* New York. Industrial Relations Counselors, Inc. 1940. 88 pp.

Attempts to determine whether the characteristics and trends found in the earlier study have persisted, and examines the impact of old age insurance legislation on company plans.

National Industrial Conference Board, Inc. Studies in Personnel Policy No. 9. *Health insurance plans; A. Mutual benefit associations.* New York. October, 1938. 34 pp.

No. 10. *B. Group health insurance plans.* February, 1939. 31 pp.

No. 11. *C. Company non-contributory disability benefit plans.* March, 1939. 27 pp.

Together these three reports summarize the various types of plans established in industry to meet the risks of ill health. They cover changes and experience from 1929 to 1938 and include descriptions of specific company plans.

Wyatt, Birchard E. *Private group retirement plans.* Washington. Graphic Arts Press, Inc. 1936. 145 pp.

A detailed study of provisions and costs of company annuity plans which are guaranteed and administered by a life insurance company. Appendix A discusses private retirement plans as supplementary to the Social Security Act.

Sayers, R. R. and others. "General aspects and functions of the sick benefit organizations." *Public Health Reports,* Vol. 52, No. 45. pp. 1563-1580. Washington. Government Printing Office. November, 1937. (Available as separate pamphlet.)

Report on the geographic and industrial distribution of, and provisions established by, 381 sick benefit associations.

I. LEAVE OF ABSENCE

National Industrial Conference Board, Inc. Studies in Personnel Policy No. 52. *Company policies on military service and war jobs.* New York. 1943. 28 pp.

A survey of the policies of 250 companies in granting leaves of absence and special benefits to employees and executives in military service, government positions, and war jobs in private industry.

United States Department of Labor, Bureau of Labor Statistics, Working Statistics and Industrial Relations Branch. Industrial Relations Problems Arising Under War Production, Memorandum No. 4. *Military service and war job clauses in union agreements.* August, 1942. 22 pp. Processed.

Gives typical examples of clauses covering reemployment, seniority, separation allowances, insurance, and provisions for dependents.

J. SUGGESTION SYSTEMS

Metropolitan Life Insurance Company, Policyholders Service Bureau. *Suggestion systems.* New York. 1942. 50 pp.

Summarizes all the principal points to be considered in developing an employee suggestion program.

National Industrial Conference Board, Inc. Studies in Personnel Policy No. 43. *Employee suggestion systems*; formal plans for compensating employees for constructive ideas. New York. 1942. 92 pp.

Describes objectives and methods in employee suggestion systems, and gives the detailed plans of 23 companies.

III. TRADE UNIONS AND COLLECTIVE BARGAINING

A. COLLECTIVE BARGAINING

Bureau of National Affairs, Inc. *Collective bargaining contracts.* Washington. 1941. 734 pp.

A series of short discussions on various techniques found useful in negotiating agreements, and a topical analysis of provisions in current agreements.

Carroll, Mollie Ray. *What is collective bargaining?* New York. Longmans, Green and Company. 1939. 109 pp.

Explanation, from the point of view of organized labor, of the function, techniques, and scope of collective bargaining and the bases of its positive contribution to the integration of union-management interests.

Dickinson, Z. Clark. *Collective wage determination*; problems and principles in bargaining, arbitration, and legislation. New York. Ronald Press Company. 1941. 640 pp.

Gives primary consideration to social-economic problems connected with collective or large-scale wage handling. One chapter is devoted to a discussion of wage policies in a war economy.

Lapp, John A. *Labor arbitration*; principles and procedures. Deep River. National Foremen's Institute, Inc. 1942. 231 pp.

Based on the author's wide experience as an impartial arbitrator, this book presents the history, scope, principles and methods of arbitration in the labor field. Appendices include related provisions of collective bargaining contracts and suggested grievance forms.

Metcalf, Henry C., editor. *Collective bargaining for today and tomorrow*; approach and method. New York. Harper and Brothers. 1937. 182 pp.

Report of a series of ten conferences on collective bargaining. Speakers included employers, union officers, and economists.

Pierson, Frank C. *Collective bargaining systems*; a study of union-employer responsibilities and problems. Washington. American Council on Public Affairs. 1942. 227 pp.

Considers the practical problems involved both for management and the union in making collective bargaining work. Describes adjustment machinery between the contracting parties, and legal remedies. Separate chapters review experiences in the enforcement of responsibility in the automobile, coat and suit, and coal industries.

Twentieth Century Fund. *How collective bargaining works*; a survey of experience in leading American industries. New York. 1942. 986 pp.

A short history of collective bargaining before and under the New Deal, and comprehensive studies of union-management relations in sixteen major industries. Separate chapters were prepared by authorities in each field under the general direction of H. A. Millis. A brief review by Philip Taft of developments in thirteen other industries is included among the appendices.

United States Department of Labor, Bureau of Labor Statistics. Bulletin No. 686. *Union agreement provisions.* Washington. Government Printing Office. 1942. 356 pp.

A well-indexed compilation including a short summary of the various methods of negotiating agreements as well as sample clauses by subject and sample agreements by industry.

B. TRADE UNION HISTORY AND POLICIES

Brooks, Robert R. R. *When labor organizes.* New Haven. Yale University Press. 1937. 361 pp.

A description of recent trade union developments, including the A.F.L.-C.I.O. breach, organization methods, experience in strikes, employers' attitudes, and union structure.

Harris, Herbert. *American labor.* New Haven. Yale University Press. 1939. 459 pp.

After a short general history of labor and a summary of current policies of organized labor, the development of trade unionism in the United States is shown through descriptions of specific unions. These include: Mine Workers, Carpenters, Newspaper Guild, Ladies' Garment Workers, railroad unions, Automobile Workers, and the Textile Workers Organizing Committee.

History of labor in the United States, 1896-1932. Vol. III. Working conditions, by Don D. Lescohier; labor legislation, by Elizabeth Brandeis. New York. Macmillan Company. 1935. 778 pp. Vol. IV. Labor movements, by Selig Perlman and Philip Taft. 1935. 683 pp.

A comprehensive survey of the development of organized labor and

labor legislation in the United States. These two volumes continue the series begun by John R. Commons and associates.

Lorwin, Lewis L. *The American Federation of Labor.* Washington. Brookings Institution. 1933. 573 pp.
An interpretive history of the American Federation of Labor. The appendices contain valuable statistics, and a summary of trade union organization by industries.

Slichter, Sumner H. *Union policies and industrial management.* Washington. Brookings Institution. 1941. 597 pp.
A comprehensive discussion of trade union rules and policies with particular consideration of their effect upon industrial management.

C. UNION-MANAGEMENT COOPERATION

Cooke, Morris L. and Philip Murray. *Organized labor and production*; next steps in industrial democracy. New York. Harper and Brothers. 1940. 277 pp.
An industrial engineer and a labor leader jointly consider the role and problems of labor and management, describe the changing relationships between the two, and suggest the cooperative action of management, labor and government to secure an uninterrupted flow of production and income.

Golden, Clinton S. and Harold J. Ruttenberg. *The dynamics of industrial democracy.* New York. Harper and Brothers. 1942. 358 pp.
Two labor union officers discuss what they consider to be basic principles for good union-management relations, and show, through examples, the gains in increased production that result when a union is given security and responsibility.

International Federation of Architects, Engineers, Chemists and Technicians—CIO. *Producing for victory*; a labor manual for increasing war production. New York. 1942. 62 pp.
Practical suggestions for the increasing of the productivity of labor, equipment, and materials.

Nyman, Richmond C., in collaboration with Elliott D. Smith. *Union-management cooperation in the "stretch out"*; labor extension at the Pequot Mills. New Haven. Yale University Press. 1934. 210 pp.
An analysis of the methods and experience with union management cooperation in carrying out a program of technological improvements.

War Production Board, War Production Drive Headquarters. *War production drive*; official plan book. Washington. 1942 (second edition). 28 pp.

Outlines the duties of a management-labor committee, and suggests procedures and programs.
(Many other reports, outlines of suggested procedure, and materials for War Production Drive campaigns may be secured from this agency.)

Wood, Louis A. *Union-management cooperation on the railroads.* New Haven. Yale University Press. 1931. 326 pp.
A comprehensive study of the experiences of the railroads of the United States and Canada with union-management cooperation.

IV. LABOR LEGISLATION AND GOVERNMENT COORDINATION

A. GENERAL

Annals of the American Academy of Political and Social Science, November, 1942. "Labor relations and the war." Edited by Herman Feldman. 244 pp.
Articles by labor leaders, employers, economists, and government administrators discuss developments in labor organization, standards, cooperation in the war effort, the national labor policy, and planning against post-war labor tension.

Commons, John R. and John B. Andrews. *Principles of labor legislation.* New York. Harper and Brothers. 1936 (fourth edition, revised). 606 pp.
The standard text on labor legislation.

Law and Contemporary Problems, Summer, 1942. (Vol. IX, No. 3. pp. 371-578.) "Labor in wartime." David F. Cavers, editor. Whole issue.
A series of articles dealing principally with the legal aspects of labor mobilization and maintenance of labor standards and industrial peace in wartime.

Raushenbush, Carl and Emanuel Stein. *Labor cases and materials*; readings on the relation of government to labor. New York. F. S. Crofts and Company. 1941. 674 pp.
A useful reference and textbook giving, according to topical arrangement, court decisions and reprints of parts of laws and other documentary material showing the background of legislation or its interpretation.

Taylor, Albion G. *Labor problems and labor law.* New York. Prentice-Hall, Inc. 1938. 663 pp.
A broad study of labor problems based upon a consideration of underlying legal principles and the historical interrelationships of labor organization, economic conditions and labor law.

United States Department of Labor, Bureau of Labor Statistics. Bulletin No. 370. *Labor laws of the United States with decisions of courts relating thereto.* Washington. Government Printing Office. May, 1925. 1240 pp.

Bulletins No. 403, 434, 470, 486, 528, 552, and 590. *Labor legislation.* 1925 to 1932.

Serials No. R. 88 and R. 193 (Reprints from the *Monthly Labor Review*). *Labor legislation during 1933,* and *Labor legislation enacted in 1934.*

Division of Labor Standards. Bulletin No. 19. *Digest of state and federal labor legislation, July 1, 1937 to July 1, 1938.* Washington. Government Printing Office. 1938. 25 pp.

Subsequent bulletins of the Division of Labor Standards continue the annual digest of state and federal legislation. (Bulletin No. 32-1939; No. 40-1940; No. 48-1941; No. 51-1942.)

Bulletin No. 39. *Handbook of federal labor legislation.* Part I. Labor standards on government contract work and work financed by the United States. 86 pp. Part II. Labor laws of general application. 150 pp. Washington. Government Printing Office. 1941.

B. LABOR RELATIONS

Bowman, D. O. *Public control of labor relations*; a study of the National Labor Relations Board. New York. Macmillan Company. 1942. 504 pp.

A study of the legislative background, problems and procedures, organization and personnel, and record of the Board.

Brooks, Robert R. R. *Unions of their own choosing*; an account of the National Labor Relations Board and its work. New Haven. Yale University Press. 1939. 296 pp.

A description of the National Labor Relations Board in action in connection with specific aspects of labor organization.

Eby, Herbert O. *The labor relations act in the courts*; a five-year survey and analysis of legal decisions affecting the rights and responsibilities of employers and employees. New York. Harper and Brothers. 1943. 250 pp.

An up-to-date analysis of all of the most important court cases dealing with the National Labor Relations Act.

Greenman, Russell L. *The worker, the foreman and the Wagner Act.* New York. Harper and Brothers. 1939. 137 pp.
Written primarily for foremen, this book deals with those provisions of the National Labor Relations Act and with Board decisions which are of greatest concern to plant supervisors.

International Labour Office. Conference of the International Labour Organization, New York, October, 1941. *Wartime developments in government-employer-worker collaboration.* Montreal. 1941. 152 pp.
A summary of developments in collaboration in Great Britain, Australia, Canada, India, New Zealand, South Africa, and the United States.

Lorwin, Lewis L. and Arthur Wubnig. *Labor relations boards*; the regulation of collective bargaining under the National Industrial Recovery Act. Washington. Brookings Institution. 1935. 477 pp.
An analysis of the effects which Section 7(a) of the National Industrial Recovery Act had on the development of the theory of collective bargaining in the United States.

McNaughton, Wayne Leslie. *The development of labor relations law.* Washington. American Council on Public Affairs. 1941. 197 pp.
Concerned with legislative developments in labor relations in the 1930's and their effect upon the bargaining power of employers and employees and the interests of the public.

National War Labor Board. *Summary of decisions.* Vol. I: January 12, 1942 to February 15, 1943. Washington. Government Printing Office. 1943. 76 pp.

Rosenfarb, Joseph. *The National labor policy and how it works.* New York. Harper and Brothers. 1940. 732 pp.
A thorough analysis of the National Labor Relations Board by an attorney for the Board.

United States Senate, 77th Congress, 1st session. Document No. 52. *Strikes in defense industries*; statement showing certain basic data for the formulation of a policy toward strikes in defense industries in the United States together with facts as to the extent, duration, and severity of defense strikes, and the causes therefor, together with a summary of the state and federal law and jurisprudence which define the rights and status of labor insofar as they relate in any way to strike situations. Washington. Government Printing Office. 1941. 299 pp. Document No. 147. *Strikes in defense industries*; supplementary information to accompany Senate Document No. 52. . . . 1941. 35 pp.

C. HOURS AND WAGES

Cahill, Marion C. *Shorter hours*; a study of the movement since the Civil War. New York. Columbia University Press. 1932. 300 pp.

A thorough coverage of the movement for reduction of hours of work in the United States from the Civil War to 1932. The study is divided according to action by legislation, by collective bargaining, and voluntarily by employers. Valuable bibliography.

Phelps, Orme W. *The legislative background of the F.L.S.A.* University of Chicago Studies in Business Administration, Vol. IX, No. 3. (*Journal of Business*, April, 1939. Part 2.) Chicago. University of Chicago Press. 71 pp.

Traces the growth of the regulation of wages, hours, and child labor, and compares the standards established in the Fair Labor Standards Act with those already in effect as a result of state laws and previous federal legislation.

Research Institute of America. *Wage and salary stabilization.* New York. December, 1942. 59 pp.

Analyzes wage and salary stabilization rulings and recommends the establishment of clearly-defined wage and salary schedules in each company.

D. HOUSING

National Committee on the Housing Emergency. *Recommendations . . .* ; a program for housing workers in war industries. New York. May, 1942. 30 pp. Mimeographed.

Covers all aspects of the coordination of local and federal activities.

Twentieth Century Fund. *Housing for defense*; a review of the role of housing in relation to America's defense and a program for action. The factual findings, by M. L. Colean; the program, by the Housing Committee. New York. 1940. 198 pp.

A survey of housing experience in the last war, a comparison of conditions at that time and now, and recommendations for community and government action.

United States Department of Labor, Women's Bureau. Bulletin No. 190. *Recreation and housing for women war workers*; a handbook on standards. Washington. Government Printing Office. 1942. 40 pp.

Outlines the housing and recreational needs of women in war industries, and suggests standards and procedures to effect satisfactory programs.

V. SOCIAL INSURANCE

A. GENERAL

American Association for Social Security. *Can we stop a post-war depression now?* Social security in wartime and after. New York. 1942. 47 pp.

Outline of a program recommended by 68 authorities on social insurance to meet the hazard of post-war unemployment, other economic and social hazards, and residual dependency.

Epstein, Abraham. *Insecurity*; a challenge to America. New York. Random House. 1938 (second revised edition). 939 pp.

A thorough study of the need for and developments in social insurance by a leader in this field. Dealing principally with problems in the United States, it also analyzes the experience of other countries with various types of social insurance.

Millis, Harry A. and Royal E. Montgomery. *Labor's risks and social insurance.* (Vol. II, The Economics of Labor.) New York. McGraw-Hill Book Company, Inc. 1938. 453 pp.

A compact study of the problems of unemployment and social insurance, giving greatest emphasis to methods of dealing with unemployment, and to unemployment and health insurance.

National Resources Planning Board. *After the war—towards security.* Washington. Government Printing Office. 1942. 61 pp.

A reprint of parts of the National Resources Planning Board's exhaustive report, *Security, Work, and Relief Policies* (Government Printing Office, 1942, 640 pp.). The pamphlet contains the recommendations on general policy and a summary of the specific proposals.

B. SOCIAL SECURITY ACT

Douglas, Paul H. *Social security in the United States*; an analysis and appraisal of the federal Social Security Act. New York. Whittlesey House, McGraw-Hill Book Company, Inc. 1939 (second edition). 493 pp.

Stewart, Maxwell S. *Social security.* New York. W. W. Norton and Company, Inc. 1939 (revised edition). 398 pp.

These revised editions contain most of the descriptive and historical data in the earlier volumes, and in addition discuss developments under the Social Security Act, recommendations for changes in the law, and problems of administration.

Wyatt, Birchard E. and William H. Wandel. *The Social Security Act in operation*; a practical guide to the federal and federal-state social

security programs. Washington. Graphic Arts Press, Inc. 1937. 382 pp.
A thorough explanation of the operation of the Act, considering both the basic social theory of the program and its practical application.

C. UNEMPLOYMENT COMPENSATION

Atkinson, Raymond C. *The federal role in unemployment compensation administration.* Washington. Committee on Social Security, Social Science Research Council. 1941. 192 pp.
A comprehensive study of the operation of the Federal-State system of unemployment compensation. Suggests improvements in administrative procedures and strengthening of the contribution and benefit structures under the present system as the alternative to a national program.

Federal Security Agency, Social Security Board, Bureau of Employment Security. Employment Security Memorandum No. 8. *Comparison of state unemployment compensation laws as of December 31, 1941.* Washington. Government Printing Office. 1942. 163 pp.
Summary and analysis of state laws.

Stewart, Bryce M. *Planning and administration of unemployment compensation in the United States*; a sampling of beginnings. New York. Industrial Relations Counselors, Inc. 1938. 665 pp.
Covers the federal aspects of the administration of unemployment compensation and developments in California, District of Columbia, New Hampshire, New York and Wisconsin. Describes the historical background of the public employment service and unemployment compensation, studies recent experience, and suggests certain changes in law and administration.

D. OLD-AGE AND HEALTH INSURANCE

Davis, Michael M. *America organizes medicine.* New York. Harper and Brothers. 1941. 335 pp.
Analyzes the problem of medical care in the United States, describes the development in public health and private medical organizations, and suggests bases for a future national health program.

Falk, I. S. *Security against sickness*; a study of health insurance. Garden City. Doubleday, Doran and Company, Inc. 1936. 423 pp.
A program for group payment of sickness costs in the United States follows a careful study of the problem in this country and a consideration of experience with health insurance in foreign countries.

Grant, Margaret. *Old-age security*; social and financial trends. Washington. Committee on Social Security, Social Science Research Council. 1939. 261 pp.

A study of old-age assistance and insurance plans in foreign countries and the United States, with consideration of both economic and social factors affecting the financing of these programs.

Millis, H. A. *Sickness and insurance*; a study of the sickness problem and health insurance. Chicago. University of Chicago Press. 1937. 166 pp.

A discussion of the need for better organized medical care in the United States, an analysis of foreign health insurance systems, and a proposed plan for the United States.

E. WORKMEN'S COMPENSATION

Dodd, Walter F. *Administration of workmen's compensation.* New York. The Commonwealth Fund. 1936. 845 pp.

A study of workmen's compensation legislation with a detailed consideration of the administrative procedures and problems.

Hobbs, Clarence W. *Workmen's compensation insurance*; including employers' liability insurance. New York. McGraw-Hill Book Company, Inc. 1939. 707 pp.

A comprehensive text on all phases of workmen's compensation insurance. Useful standard forms and data on state benefits and administration are given in the appendices.

VI. ADDITIONAL SOURCES OF INFORMATION

A. STUDIES, REPORTS, AND HANDBOOKS

Brookings Institution. *America's capacity to produce.* By Edwin G. Nourse and associates. Washington. 1934. 608 pp.

America's capacity to consume. By Maurice Leven, Harold G. Moulton, and Clark Warburton. 1934. 272 pp.

Income and economic progress. By Harold G. Moulton. 1935. 192 pp.

Series of studies on the distribution of income in relation to economic progress.

Fabricant, Solomon. *Employment in manufacturing, 1899-1939*; an analysis of its relation to the volume of production. New York. National Bureau of Economic Research, Inc. 1942. 362 pp.

Federal Security Agency, Social Security Board. *Annual reports.* 1st to 7th, 1936 to 1942. Washington. Government Printing Office.

The 1942 report includes recommendations for the extension of and revisions in the social insurance system.

Social security yearbook. 1939, 1940, and 1941.
Issued as annual supplements to the *Social Security Bulletin*, the Yearbook contains a chronological summary of significant developments during the year, and articles interpreting social insurance statistical data and developments.

Labor Research Association. *Labor fact book, 5.* New York. International Publishers. 1941. 224 pp.
A statistical summary and analysis of economic and social conditions, trade union organization, and civil rights from the radical labor point of view. The fifth in a series, the first volume of which was issued in 1931.

National Industrial Conference Board, Inc. Studies in Personnel Policy No. 23. *Personnel practices in factory and office.* New York. 1940. 55 pp.
A statistical report of company personnel practices. The appendix includes selected personnel forms.

National Labor Relations Board. *Annual reports.* 1st to 7th, 1936 to 1942. Washington. Government Printing Office.
A valuable source of information on developing policies as well as statistical data on the activities of the Board.

United States Department of Labor, Bureau of Labor Statistics. Bulletin No. 618. *Handbook of American trade unions*; 1936 edition. Washington. Government Printing Office. 1936. 334 pp.
Data on the history, jurisdiction, publication, and membership of the standard national labor organizations.

Bulletins No. 439, 491, 541, 616, and 694 (Vols. I and II). *Handbook of labor statistics.* Washington. Government Printing Office.
Valuable summaries of government studies in the field of labor. The 1941 edition (Bulletin 694) includes statistical data to the end of 1941.

Wage and Hour Division. *Annual reports.* 1939 to 1942. Washington. Government Printing Office.

B. CONGRESSIONAL HEARINGS ON LABOR AND THE WAR

References to mobilization of manpower, wages, hours, and other matters affecting labor and war production appear in many of the Congressional hearings. The following are the principal hearings in the 77th Congress dealing with employment conditions and labor relations in war industries:

United States House of Representatives, Committee on Ways and Means. *War displacement benefits.*
Hearings during the 77th Congress, 2nd session on H.R. 6559, a bill

to provide for certain war displacement benefits, training wages, and travel allowances in connection with the national war effort.

Select Committee Investigating National Defense Migration. *National defense migration.*

Hearings (parts 11-34) during the 77th Congress, 1st and 2nd sessions give detailed information on labor conditions and mobilization of manpower in war industries in many areas. The Committee issued six interim reports, and a final report.

United States Senate, Special Committee Investigating the National Defense Program. *Investigation of the national defense program.*

Hearings during the 77th Congress, 1st and 2nd sessions, parts 1-13, with accompanying report (No. 480), parts 1-14.

Subcommittee of the Committee on Education and Labor. *Investigation of manpower resources.*

Hearings on S. Res. 291 during the 77th Congress, 2nd session. Parts 1 and 2.

C. PERIODICALS

Advanced Management. Society for the Advancement of Management, 29 W. 39th Street, New York, N.Y. Quarterly.

Includes articles on many aspects of labor management.

Conference Board Management Record. National Industrial Conference Board, Inc., 247 Park Avenue, New York, N.Y. Monthly.

Regular statistics on earnings, hours, employment, cost of living, strikes and turnover, and special articles.

Economic Outlook. CIO Economic Division, 1106 Connecticut Avenue, N.W., Washington, D.C. Monthly.

A survey of current economic facts from labor's point of view.

Executives Service Bulletin. Policyholders Service Bureau, Metropolitan Life Insurance Company, 1 Madison Avenue, New York, N.Y. Monthly.

Short articles describing specific company programs.

**Factory Management and Maintenance.* McGraw-Hill Publishing Company, Inc., 330 W. 42nd Street, New York, N.Y. Monthly.

Articles cover the whole field of factory management, but include discussions of current manpower and labor relations problems. A special section on significant labor developments.

* If library resources are limited, the starred periodicals will provide wide coverage of labor developments and are suggested as first subscriptions in building up a periodical library in this field.

Industrial Medicine. Industrial Medicine Publishing Company, 605 N. Michigan Avenue, Chicago, Ill. Monthly.

A journal for the industrial physician and surgeon, this magazine also contains articles on absenteeism, nutrition, and other health problems of interest to the personnel executive.

International Labour Review. International Labour Office, 734 Jackson Place, Washington, D.C. Monthly.

Regular sections on labor statistics and labor legislation, as well as special articles.

Labor's Monthly Survey. American Federation of Labor, Washington, D.C.

Gives data and labor's point of view on wages, employment, strikes, profits, and other information of interest to unions.

Manpower Review (War Manpower Commission). Government Printing Office, Washington, D.C. Monthly.

Replaces the *Employment Security Review* of the Bureau of Employment Security. Includes articles on recruiting, employment estimates, and employment and training procedures.

**Monthly Labor Review* (United States Department of Labor). Government Printing Office, Washington, D.C.

An invaluable source of current information and statistical data.

**Personnel.* American Management Association,[1] 330 W. 42nd Street, New York, N.Y. Bi-monthly.

Articles on all phases of industrial relations and personnel administration.

Personnel Journal. Personnel Research Federation, 60 E. 42nd Street, New York, N.Y. Monthly (except July and August).

Articles on labor relations and personnel practices, with special emphasis on the psychological aspects of personnel problems.

Social Security Bulletin (Federal Security Agency, Social Security Board). Government Printing Office, Washington, D.C. Monthly.

Issued by the Division of Publications and Review, Social Security Board, the Bulletin reports monthly data on operations under the Social Security Act and includes special articles on various phases of social insurance.

[1] The American Management Association's *Management Review* (monthly) and conference reports, especially the Personnel and Production Series, are also valuable sources of information on current personnel practices.

Chester Wright's Labor Letter. Carpenters' Building, Washington, D.C.
A weekly digest of news of particular concern to labor. An especially useful source of information on labor's attitudes toward federal legislation, government rulings, and A.F.L.-C.I.O. developments.

Informational Service. Social Security Board, 1825 H Street, Washington, D.C.
Best source of information for general questions on the Social Security Act.

The Labor Force Bulletin. United States Department of Commerce, Bureau of the Census, Washington, D.C.
The first issue of this bulletin (March 1, 1943) stated that it is to be "a series of reports . . . to supplement and extend the summary information relating to the labor force released in memorandum form the first week in each month by the Bureau of the Census."

Labor Law, and *Unemployment Insurance Services.* Commerce Clearing House, Inc., 214 N. Michigan Avenue, Chicago, Ill.
Includes the federal Social Security Act, state unemployment insurance laws, and rulings concerning them.

Labor Relations Reporter. Bureau of National Affairs, Inc., 2201 M Street, N.W., Washington, D.C.
A weekly service covering principally National Labor Relations Board and War Labor Board cases, but including also other important developments in employer-employee relations.

Manpower Law Service. Commerce Clearing House, Inc., 214 N. Michigan Avenue, Chicago, Ill.
A new service covering the War Manpower Commission's control of employment, labor procurement, and related subjects.

Wage and Hour Reporter. Bureau of National Affairs, Inc., 2201 M Street, N.W., Washington, D.C.
A weekly service dealing with federal regulations and decisions issued under the Fair Labor Standards Act, the Public Contracts Act, the War Labor Board, and by the Office of Economic Stabilization.

Weekly War Labor Reports. Bureau of National Affairs, Inc., 2201 M Street, N.W., Washington, D.C.
The full text of all War Labor Board decisions, wage directives of the Office of Economic Stabilization, and salary regulations of the Bureau of Internal Revenue. The bound volumes, *War Labor Reports,* which are a part of this service, may be purchased separately.

PUBLISHERS' ADDRESSES

American Academy of Political and Social Science, 3457 Walnut Street, Philadelphia, Pa.

American Association for Social Security, 22 East 17th Street, New York, N.Y.

American Council on Public Affairs, 2153 Florida Avenue, Washington, D.C.

Antioch Press, Yellow Springs, Ohio.

Brookings Institution, 26 Jackson Place, Washington, D.C.

Bureau of National Affairs, Inc., 2201 M Street, N.W., Washington, D.C.

Columbia University Press, 2960 Broadway, New York, N.Y.

The Commonwealth Fund, 41 East 57th Street, New York, N.Y.

The Cordon Company, 103 Park Avenue, New York, N.Y.

F. S. Crofts and Company, 101 Fifth Avenue, New York, N.Y.

Doubleday, Doran and Company, Inc., Garden City, N.Y.

Government Printing Office, Washington, D.C.

Graphic Arts Press, Inc., 914 Twentieth Street, Washington, D.C.

Harper and Brothers, 49 East 33rd Street, New York, N.Y.

Harvard University Press, Cambridge, Mass.

Houghton Mifflin Company, 4 Park Street, Boston, Mass.

Industrial Commentaries, 160 North LaSalle Street, Chicago, Ill.

Industrial Health Book Company, 540 North Michigan Avenue, Chicago, Ill.

Industrial Hygiene Foundation, 4400 Fifth Avenue, Pittsburgh, Pa.

Industrial Relations Counselors, Inc., RKO Building, Rockefeller Center, New York, N.Y.

International Federation of Architects, Engineers, Chemists and Technicians, 5 Beekman Street, New York, N.Y.

International Labour Office, 734 Jackson Place, Washington, D.C.

International Publishers, 381 Fourth Avenue, New York, N.Y.

Law and Contemporary Problems, Duke University, Durham, N.C.

Longmans, Green and Company, 55 Fifth Avenue, New York, N.Y.

Macmillan Company, 60 Fifth Avenue, New York, N.Y.

McGraw-Hill Book Company, Inc., 330 West 42nd Street, New York, N.Y.

Metropolitan Life Insurance Company, Policyholders Service Bureau, 1 Madison Avenue, New York, N.Y.

National Bureau of Economic Research, Inc., 1819 Broadway, New York, N.Y.

National Committee on the Housing Emergency, 512 Fifth Avenue, New York, N.Y.
National Foremen's Institute, Inc., Deep River, Conn.
National Industrial Conference Board, Inc., 247 Park Avenue, New York, N.Y.
National Medical Book Company, Inc., 119 West 41st Street, New York, N.Y.
New York State Department of Labor, Division of Women in Industry and Minimum Wage, State Office Building, Albany, N.Y.
New York State War Council, Committee on Discrimination in Employment, State Office Building, Albany, N.Y.
W. W. Norton and Company, Inc., 70 Fifth Avenue, New York, N.Y.
Oxford University Press, 114 Fifth Avenue, New York, N.Y.
Prentice-Hall, Inc., 70 Fifth Avenue, New York, N.Y.
Princeton University Press, Princeton, N.J.
The Psychological Corporation, 522 Fifth Avenue, New York, N.Y.
Public Affairs Committee, Inc., 30 Rockefeller Plaza, New York, N.Y.
Purdue University, Lafayette, Indiana.
Random House, 20 East 57th Street, New York, N.Y.
Reinhold Publishing Corporation, 330 West 42nd Street, New York, N.Y.
Research Institute of America, 292 Madison Avenue, New York, N.Y.
Ronald Press Company, 15 East 26th Street, New York, N.Y.
W. B. Saunders and Company, West Washington Square, Philadelphia, Pa.
Social Science Research Council, Committee on Social Security, 726 Jackson Place, Washington, D.C.
Stanford University, Graduate School of Business, Division of Industrial Relations, Stanford University, Calif.
Stanford University Press, Stanford University, Calif.
Twentieth Century Fund, 330 West 42nd Street, New York, N.Y.
University of California Press, Berkeley, Calif.
University of Chicago Press, 5750 Ellis Avenue, Chicago, Ill.
University of Michigan, Bureau of Industrial Relations, Ann Arbor, Mich.
University of Pennsylvania Press, 3622 Locust Street, Philadelphia, Pa.
War Manpower Commission, Training Within Industry, 1778 Pennsylvania Avenue, N.W., Washington, D.C.
War Production Board, War Production Drive Headquarters, Washington, D.C.

John Wiley and Sons, Inc., 440 Fourth Avenue, New York, N.Y.
Williams and Wilkins Company, Mount Royal and Guilford Avenues, Baltimore, Md.
Yale University Press, New Haven, Conn.

AUTHOR INDEX

American Association for Social Security, 22
Andrews, John B., 18
Atkinson, Raymond C., 23

Balderston, C. Canby, 2, 9, 13
Barnard, Chester I., 1
Beckman, R. O., 7
Benge, Eugene J., 10
Bingham, Walter V., 4
Bowman, D. O., 19
Brandeis, Elizabeth, 16
Brookings Institution, 20, 24
Brooks, Robert R. R., 16, 19
Bureau of National Affairs, Inc., 15
Burke, Samuel L. H., 10
Burtt, Harold E., 12

Cahill, Marion C., 21
Carroll, Mollie Ray, 15
Cavers, David F., 18
Clark, W. Irving, 10
Cleeton, Glen U., 7
Clothier, R. C., 3
Colean, M. L., 21
Collier, Howard E., 10
Commons, John R., 17, 18
Cooke, Morris L., 17
Cooper, Alfred M., 7
Cushman, Frank, 6

Daugherty, Carroll R., 1
Davis, Michael M., 23
Davis, Ralph C., 2
Dickinson, Z. Clark, 10, 15
Dickson, W. J., 3
Dodd, Alvin E., 6
Dodd, Walter F., 24
Douglas, Paul H., 22
Drake, Charles A., 4
Drinker, Philip, 10
Duggins, G. H., 11

Eastwood, F. R., 11
Eby, Herbert O., 19
Epstein, Abraham, 22

Fabricant, Solomon, 24
Falk, I. S., 23
Fear, Richard A., 4
Federal Security Agency, Social Security Board, 13, 23, 24, 25
Feldman, Herman, 5, 18
Fish, Lounsberry S., 2

Gafafer, William M., 12
Golden, Clinton S., 17
Grant, Margaret, 23
Greene, James H., 6
Greenman, Russell L., 20

Harris, Herbert, 16
Hartmann, George W., 12
Hawkins, Everett D., 13
Hay, Edward N., 10
Heinrich, H. W., 11
Heron, Alexander R., 8
Heyel, Carl, 7
Hicks, Clarence J., 3
Hobbs, Clarence W., 24
Holden, Paul E., 2

Industrial Commentaries, 12
Industrial Hygiene Foundation, 8
International Federation of Architects, Engineers, Chemists and Technicians, 17
International Labour Office, 4, 20

Jordan, Byron, 4

Kingsley, J. Donald, 3
Kress, A. L., 7

Labor Research Association, 25
Lansburgh, Richard H., 2
Lapp, John A., 15
Latimer, Murray W., 13, 14
Leiserson, William M., 1
Lescohier, Don D., 16
Lester, Richard A., 1
Leven, Maurice, 24
Lorwin, Lewis L., 17, 20
Lytle, Charles W., 10

Mason, Charles W., 7

Mathewson, S. B., 3
McNaughton, Wayne Leslie, 20
Metcalf, Henry C., 2, 15
Metropolitan Life Insurance Company, Policyholders Service Bureau, 8, 15
Millis, Harry A., 1, 22, 24
Montgomery, Royal E., 1, 22
Moore, Herbert, 4
Mosher, William E., 3
Moulton, Harold G., 24
Murray, Philip, 17

National Committee on the Housing Emergency, 21
National Industrial Conference Board, Inc., 5, 6, 8, 10, 13, 14, 15, 25
National Labor Relations Board, 25
National Research Council, Committee on Work in Industry, 11
National Resources Planning Board, 22
National War Labor Board, 20
Newcomb, Theodore, 12
New York State Department of Labor, Division of Women in Industry and Minimum Wage, 9
New York State War Council, Committee on Discrimination in Employment, 5
Niles, Henry E., 7
Niles, Mary C. H., 2, 7
Nourse, Edwin G., 24
Nyman, Richmond C., 2, 17

Otey, Elizabeth L., 13

Perlman, Selig, 16
Phelps, Orme W., 21
Pierson, Frank C., 16
Princeton University, Industrial Relations Section, 3, 5, 8, 9

Raushenbush, Carl, 18
Reitell, Charles, 6
Research Institute of America, 21
Rice, James O., 6
Riegel, John W., 7, 10
Robinson, O. P., 3
Roethlisberger, F. J., 3, 12
Rosenfarb, Joseph, 20
Ruttenberg, Harold J., 17

Sappington, C. O., 11
Sayers, R. R., 14
Scott, W. D., 3
Slichter, Sumner H., 1, 17
Smith, Elliott Dunlap, 2, 17
Smith, Hubert L., 2
Spriegel, William R., 2, 3
Stanford University, Graduate School of Business, Division of Industrial Relations, 9
Stein, Emanuel, 18
Stewart, Bryce M., 23
Stewart, Maxwell S., 4, 22

Taft, Philip, 16
Taylor, Albion G., 18
Tead, Ordway, 12
Tiffin, Joseph, 12
Tufel, Karl, 14
Twentieth Century Fund, 16, 21

United States Congress,
  House of Representatives, 25, 26
  Senate, 20, 26
United States Department of Labor,
  Bureau of Labor Statistics, 14, 16, 19, 25
  Division of Labor Standards, 19
  Wage and Hour Division, 25
  Women's Bureau, 6, 21
United States Public Health Service, 12
Urwick, L., 2

Vernon, H. M., 9
Viteles, Morris S., 12

Wandel, William H., 22
Warburton, Clark, 24
War Manpower Commission, Training Within Industry, 7
War Production Board, War Production Drive Headquarters, 17
Whitehead, T. N., 13
Wood, Louis A., 18
Wubnig, Arthur, 20
Wyatt, Birchard E., 14, 22

Yoder, Dale, 4

OTHER RECENT PUBLICATIONS OF THE INDUSTRIAL RELATIONS SECTION

Reports

Women in War Industries. Report Series No. 66. 1942. 82 pp. $1.50.

Optimum Hours of Work in War Production. Report Series No. 65. 1942. 25 pp. 75 cents.

Hours Administration as Influenced by the Defense Program. Report Series No. 64. 1941. 32 pp. $1.00.

Industrial Relations Digests:

I. *The Organization of a Personnel Department.* January, 1941.
II. *The Employment Division.* January, 1941.
III. *Re-Organization of Hour Schedules.* January, 1941.
IV. *Job Classification and Evaluation.* April, 1941.
V. *Policies in the Adjustment of Wage Rates.* April, 1941.
VI. *Basic Training Policies.* April, 1941.
VII. *Selection and Training of Foremen.* May, 1941.
VIII. *Upgrading of Production Workers.* May, 1941.
IX. *Grievance Procedures.* August, 1941.
X. *Selection Procedures.* November, 1941.
XI. *Methods of Transmitting Information to Employees.* January, 1942.
XII. *Fatigue and Productivity.* September, 1942.
XIII. *Nutritional Programs for Industrial Employees.* December, 1942.
XIV. *The Medical Department in War Industries.* December, 1942.
XV. *Shift Schedules for Continuous Operation.* May, 1943.

8 pp. 20 cents each.

Bibliographies

Medical Services in Industry. December, 1942. 11 pp. 10 cents.

The Feeding of War Workers. March, 1943. 15 pp. 25 cents.

Union-Management Cooperation with Special Reference to the War Production Drive. May, 1942. With supplement to May 1, 1943. 31 pp. 25 cents.

Employment Tests in Industry and Business. April, 1942. 32 pp. 25 cents.

Problems and Policies in Industrial Relations in a War Economy. May, 1940. 30 pp. 25 cents.

Supplement. November, 1940. 11 pp. 10 cents.

Second Supplement. March, 1941. 14 pp. 10 cents.

Third Supplement. August, 1941. 28 pp. 25 cents.

Fourth Supplement. January, 1942. 27 pp. 25 cents.

Fifth Supplement. August 15, 1942. 38 pp. 50 cents.

U. S. Department of Labor
WOMEN'S BUREAU
Washington

May 1, 1943

From--Miss Benham

May 1943--No. 1.

WOMEN'S EMPLOYMENT--NOTES FOR USE OF STAFF

Reports on: Recent Articles About Women
Women on War Jobs
Women Replacing Men
Standards for Women's Work
Demand For and Supply Of Women
Training of Women
Employment of Negro Women
Plant Conversion

RECENT ARTICLES ABOUT WOMEN

In the Women's Bureau

The Independent Woman, April 1943, contains:

Russian Women at War
Tune in on Radio Jobs (for women)

The Survey Graphic, May 1943, contains a symposium on From War to Work. Includes Women and Their Jobs, by Mileda Miller.

In the Labor Library

Women Ordnance Workers - Vocational Trends, April 1943.

WOMEN ON WAR JOBS

Automotive Mechanics

250 women received certificates April 2, having completed a 3-month training course at a Los Angeles training school under the Army Ordnance Department. They are signed for the duration and 6 months and pledged to go anywhere needed in continental United States. Foreign service is optional. It is the aim of the Ordnance Department to have 60 per cent of its personnel women, releasing men for armed services. The one Negro woman in the group will be employed at the Ordnance Port of Embarkation, Seattle. (Los Angeles, Calif. Eagle, Apr. 15, 1943.)

Aviation

Mrs. Camilla Stein of Northwestern Airlines is the only woman executive of a domestic airline in the United States. She has been in charge 17 years. In the past year employment has grown from 887 to 8,538. About one-fourth are women. (Seattle Times, Apr. 18, 1943.)

New Jersey - Foundry

About 12 women at the Cooper Alloy Foundry Co., Hillside, are making molds for a nozzle diaphram, part of a turbo supercharger for Army planes. The plant expects to employ 150 mold makers in time. 15 women are cleaning and polishing ,olds and 60 more may be needed. (Newark Evening News, Apr. 23, 1943.)

Oregon - Shipbuilding

Some of the first women workers in Portland shipyards became electricians. Pictures show some of their varied jobs: Installing battle telephone jack box; assembling distribution panel box; work on navigating lights; doing maintenance wiring - a temporary wiring that is removed as work progresses; installing wiring for compass compensating control box; installing light fixtures. (Portland Journal, Apr. 16, 1943)

Philadelphia - Doctor

Dr. Ruth Stevenson has become the first woman physician in a war plant. She will join the medical staff of the Ed. G. Budd Mfg. Co., June 1. An increased number of women workers at the plant made the appointment of a woman doctor advisable. (N.Y.Times, Apr. 30, 1943.)

WOMEN ON WAR JOBS (continued)

Washington - Ordnance Depot

About 45 per cent of the hundreds of civilians employed in shop, supply and office work at the Mount Ranier Ordnance Depot are women. It is expected they will soon be in the majority. Women working with men help to service an average of 1,000 army vehicles a month from jeeps to tanks and the heaviest earth-moving equipment. (Seattle Post Intelligencer, Apr. 20, 1943.)

WOMEN REPLACING MEN

Railroad

About 30 women are employed in the stores department of the N.Y. Central at Indianapolis. At other points of the system they are freight handlers, crossing watchmen, baggage handlers, electricians' helpers, gate-women. They excel men as car and engine cleaners. (I. Star, Apr. 25, 1943.)

Picture shows 4 women in Ottumwa, Iowa, yard of the Burlington shoveling cinders along the track. (O. Courier, Apr. 22, 1943.)

6 women clean engines in the North Western round house in Milwaukee. The boss could use 6 more. (M. Sentinel, Apr. 24, 1943.)

Interior Department

1,000 women have been added to the Interior Department since the war, many replacing men. Some are junior geologists and chemists. (Wash. Post, Apr. 28, 1943.)

Aviation

Miss Patricia O'Malley has been named Chief of the Public Information Department of Transcontinental and Western Air, Inc. at Washington, D.C. (Chr. Sci. Mon., Apr. 16, '43)

New York - Newspaper

A Long Island newspaper has hired 2 women to contract small advertisers. They did a good job and have brought in new contracts. (Editor and Publisher, Apr. 24, 1943.)

New York - Hotel Work

Women are taking men's places in New York City hotels as bellhops, bartenders and doormen. Women are replacing men as cooks and clerks. The number of women elevator operators in New York hotels has risen from 50 to at least 1,000. (N.Y.Herald Tribune, Apr. 27. 1943.)

At the Astor, more than half the employees are women, compared to one-fifth in peacetime. There are 6 women chefs. A girl is head waiter in one dining room with 14 waitresses under her. In summer, on the roof, she will have 40. Women are room clerks and cashiers. (N.Y.World Telegram, Apr. 27, 1943.)

Stock Exchange

For the first time in 151 years a woman will have a job on the floor of the New York Stock Exchange. She will work as a telephone clerk. (N.Y.Times, Apr. 28, 1943.)

WOMEN REPLACING MEN (continued)

Rhode Island - Machinery

Brown and Sharpe Mfg. Co. has 1,350 women doing men's jobs. 200 more will be added each month until 2,500 will be employed as replacements. About 1,000 more work in the offices. Women operate a great variety of machine tools. They paint machinery and parts, work in heat treating, as pipe fitters, as electricians, wiring machines, and inspect. A class of 25 women started last October to study the manufacture of verniers and a new class will start soon. Some of these women are now producing vernier caliper from the "first process to the last bit of assembly." The vice-president who handles employment of women has 2 women assistants. There are 19 councilor matrons. Women are giving help in securing care for their children. (Providence Journal, Apr. 18, 1943.)

Tennessee

Some athletic young women are being tried as chainmen and rodmen with civil engineering parties. (Knoxville News-Sentinel, Apr. 23, 1943.)

STANDARDS FOR WOMEN'S WORK

Weight Lifting

Increasing use of women in food distribution may force a repackaging program for bulk products--flour, sugar, and so on--which move in larger volume in units of 100 pounds or more. Many of these units are too heavy and bulky for women to handle. W.M.C. spokesman points out the situation could be met by requiring producers to limit units to 50 pounds or even 25 pounds. (N.Y.Journal of Commerce, Apr. 23, 1943.)

A woman weighing 95 pounds lifts 50-pound steel bars and feeds them into a screw machine 8 hours a day. She says that she can stand the job because she was formerly an acrobatic dancer. (Miami News, Apr. 11, 1943.)

North Carolina

A Labor Department Survey of 5 major industries shows employment as follows:

	Men	Women
Cotton textiles	41,500	27,226
Furniture	7,438	253
Full-fashioned hosiery	3,608	6,397
Seamless hosiery	3,303	6,877
Rayon manufacture	2,253	2,041

(Labor and Industry, Bulletin of N.C.Dept. of Labor, Dec. 1942)

Furniture

Drexel Furniture Co., Morganton, will place an order with U.S.E.S. for 500 aircraft woodworkers soon, either men or women 16 to 60, with woodworking experience. (Emp. Security News, N.C., Apr. 21, 1943.)

Tennessee - Aircraft

The Ford Motor Co., Memphis, is to build airplane engines. The plant expects to be in full production in 4 months, employing 2,500 to 3,000, half of them women. (Memphis Press-Scimitar, Apr. 17, 1943.)

TRAINING OF WOMEN

Safety

More than 150 women have enrolled in the safety engineering courses given by the University of California. During the last few months they have comprised more than a third of the attendance at some classes. (Oakland Post Enquirer, Apr. 19, 1943.)

Georgia - Munitions

The Atlanta University is giving a course entitled "Chemistry for Smoke Munition Plant Operators and Handlers". The munition plant wants 100 women to be trained. The chief work of operators and handlers "has to do with running and controlling machinery". (A. Daily World, Apr. 19, 1943.)

Indiana - Meat Cutting

Every week a 6-day course in meat cutting will be given women at the Indianapolis warehouse of the Kroeger Grocery Co. The trainees may also become assistant meat managers. (I. Times, Apr. 22, 1943.)

New Jersey - Tools

Rogers Tool Corp., Gloucester, has trained 10 women as lathe operators. (Apprentice-Training, Apr. 21, 1943. CONFIDENTIAL.)

Oregon - Forestry

Classes for women have been conducted by the Fire Control Division of the Forestry Service. The women will be prepared to set up, then operate camps, handling all equipment, that directly for the fire line as well as for the commissary, cooking and serving meals, administering first aid, handling radio and doing accounting and bookkeeping. These women are to train another 100 women who will become a reserve to be called out as needed. (Portland, Oregon Journal, Apr. 18, 1943.)

Pennsylvania - Electric Products

The H. B. Flower Mfg. Co., Phila. makers of electric brush holders for motors and dynamos, is training women as sand banders and drill press and milling machine operators. (Apprentice-Training, Apr. 21, 1943. CONFIDENTIAL.)

EMPLOYMENT OF NEGRO WOMEN

Louisiana - Aircraft

The Vultee Aircraft Corp. now building a plant near New Orleans will employ Negro men and women in assembly lines and train them at the plant. (Chicago Defender, Apr. 24, 1943.)

Tennessee - Construction

100 Negro women have been given jobs at a major war project in Knoxville, doing such work as carrying and stacking light lumber on construction sites.(K. News-Sentinel, Apr. 23, 1943.)

PLANT CONVERSION

Furniture City Wins the Air War - in Aero Digest, April 1943, tells of conversion of certain Grand Rapids, Mich. plants: Haskelite Mfg. Corp. making plywood products for trains, ships, stores, and buses, now makes them for aircraft. American Seating Co. developed a plywood pilot's seat that was approved by Wright Field. They are also making war plane wings. The Hayes Mfg. Corp. is making dive bomber wing panels, parachutes, torpedo afterbody assemblies, and war heads, sub-assemblies for bombs. Grand Rapids Varnish Corp. in its research laboratory has developed new finishes for war purposes. Berkey and Gay has turned from furniture to plywood monocoques and stabilizers for trainer planes. Rapids-Standards Co. is making light-weight conveyors and power boosters suitable for loading cargo planes; propeller dollies, plastic wheels for glider tail assemblies and material-handling equipment for airplane manufacturers. Grand Rapids Store Equipment Co. has changed from counters, store lighting, racks and display equipment to corsair ailerons and tool boxes for aircraft engines. Pictures show women working on trainer seats, stitching parachutes and fabricating small parts in hot-plate trays to close tolerances.

U. S. Department of Labor
WOMEN'S BUREAU
Washington

April 17, 1943.

From--Miss Benham

April 1943--No. 3

WOMEN'S EMPLOYMENT--NOTES FOR USE OF STAFF

Reports on:

Recent Articles About Women
Women on War Jobs
Women Replacing Men
Standards for Women's Work
Demand for and Supply of Women
Training of Women
Employment of Negro Women
Plant Conversion

RECENT ARTICLES ABOUT WOMEN

In the Women's Bureau

Women's Work and Education, Feb. 1943, contains:

Psychological Services in the War (With special emphasis on places women can fill.)

Motion Picture (Opportunities for women aside from acting.)

Women Supervisors

Demand for Chemists

In Labor Library

The Battle of the Sexes, by Frieda S. Miller - Mill and Factory, April 1943, p. 83. (Jobs, pay, supervision, and so on.)

Girls in War Plants - Personnel Journal, April 1943. (Behavior problems.)

Immediate and Maximum Utilization of Womanpower - Connecticut Industry, April 1943, (Little new)

How New Britain War Plants Recruited Women Workers - Factory Management and Maintenance, April 1943, p. 67.

Executives Service Bulletin, April 1943, contains:

Woman Power in Offices. (Johns-Manville Corp. have given a three-month's training course to women preparing them for order-clerk work, one of their most difficult and complex jobs. Men have taken several years to work up to such jobs. The results have been very satisfactory. One district office has an all-woman order department, 2 more nearly all women, several about half women. More women are being trained for this and other work.)

Women as Mil-Route Salesmen. (12 women have been trained by Supplee-Willis-Jones Milk Co., Philadelphia. "We wish we could find 100 more girls at once!

Women in Battle Dress, by Russell Birdwell (British and American, WAACS, WAVES, etc

WOMEN ON WAR JOBS

Farm Work

Florence Louise Hall, Senior Home Economist of the Agricultural Dept. Extension Service, has been appointed head of the Women's Land Army of the U. S. Crop Corps, by War Food Administration. (N.Y.Times, Apr. 13, 1943.)

Handicapped

7 young women, deaf mutes since birht, work as junior inspectors in the electrical wiring department of Boeing, Seattle. (S. Times, Apr. 4, 1943.)

WOMEN REPLACING MEN

Transportation - Railroads

6 women have been employed by the Long Island Railroad for work on commuter trains. They open doors, collect tickets, call stations and give information. (N.Y.Times, Apr. 12, 1943, p. 19)

10 women work in the New York Central repair shop, Minoa. Pictures show them: Rolling a pair of wheels to be used in repairing a car; pushing wheel barrows of material; unloading steel bars from a damaged car; straightening a load of lumber (one on top of load, one on ladder). Men do actual repair work. (Syracuse Post Standard, Apr. 8, 1943.)

Pictures show women working at Reading Co. general stores in Reading. Operating a lift jack preparatory to moving a load of car journal bearings; straightening bolts on an anvil; unloading boxes from a freight car. (B. Eagle, Mar. 6, 1943

A woman is car inspector on the Penn. Railroad in Philadelphia. She works from 4 p.m. to midnight. (Balt. Evening Sun, Apr. 12, 1943.)

City Transit

19 women have been appointed as change makers in New York City. 1,500 women hired by the old B.M.T. were taken into the city service at the time of transit unification but until the board decided to reverse its policy, they were being replaced by men on death, resignation or retirement. The board is seeking 100 to replace men. (N.Y.Times, Apr. 13 & 14, 1943.)

12 women have been sworn for special duty as toll booth attendants by the N.Y. City Tunnel Authority and the Police Departments. Their duties will include collecting toll, giving directions, and aiding traffic. (.N.Y. Times, Apr. 15 1943.)

Newspaper

A survey of 4 Washington daily papers and 4 press associations show increased employment of women. They are in the city rooms, the majority on general assignments. There is a growing sprinkling of women news photographers. On one paper with a normal editorial staff of 40, there is a man city editor, managing editor and reporter on police beats and the court house. Every other job is held by a woman. (Women's Work and Education, Feb. 1943.)

Food Stores

A survey of independent grocery stores shows that exclusive of proprietors, 40 per cent of employees are women, 4 out of 5 stores employ them. Self-service is increasing and there is a decrease of 5 per cent in full-time employees. (N.Y.Journal of Commerce, Feb. 23, 1943.)

Steel and Machinery

167 women are now working on 20 different types of jobs at Sheffield Steel Corp., Kansas City, Mo. The heavier jobs include crane operating, heat-treating, furnace tending, mill tractor driving. Many are in the nut and bolt department and in threading, tapping, and trimming work. (Apprentice-Training, Apr. 7, 1943, CONFIDENTIAL.)

Steel Products Engineering Co., Springfield, Ohio, employs 300 women and began hiring them last June. 25 to 30 women began last November assembling jigs and fixtures from blue prints, at Allen Tool & Mfg. Co. As an experiment. Ohio Steel Foundry hired 10 women for men's work.(S. News Sun, Mar.7

A woman pushes a heavy wheelbarrow in Carnegie-Illinois open hearth at Duquesne, Pa. (Business Week, Apr. 10, 1943. p. 26.)

Beet Sugar

Women are now used for processing operations in the beet sugar industry. According to the U. S. Beet Sugar Ass'n., 15 per cent of employees in 1942 were women, and number is expected to be doubled or trebled this year. Women file and set beet-slicing knives, operate different batteries, run first and second carbonation, third saturation, and operate juice evaporators, centrifugals, granulators and melters. They sack but do not pile sugar. Some have learned to boil sugar, an operation the association terms "exacting and somewhat of an art." Many college graduates are used in the laboratory. Some adjustments must be made. For example, when valves are too heavy for women to lift, they are to be counterbalanced. (N.Y. Times, Apr. 12, 1943, p. 18.)

California - Oil Refining

Standard Oil, Richmond, employs more than 500 women. They work on shift at crude oil stills, treating plant and pump house. Some clean and inspect barrels, work in machine and electric shop and test petroleum in laboratory. One woman's job is to keep track of several hundred tank cars and see that they are never idle. (Oakland Post-Enquirer, Mar. 2, 1943.)

Georgia - Steeplejack

A steeplejack of Winston has taken his secretary as a partner. She does so well at painting that he does chiefly inspection and repair. They have a contract to paint more than 100 towers in Atlanta. (Wash. Star Apr. 13, 1943.)

Illinois - Army Air Force

More than 1,350 women have been hired by the Army Air Force's Chicago schools, many replacing men. They teach Morse Code and radio mechanics. 247 work in the mess, 14 in the garage, 32 as orderlies in the dental division.

Forestry

Women ranging in age from 17 to 70 have taken over a reforestation project in Victoria, begun 5 years ago. They are to plant 60,000 seedling trees in 60 acres of barren strip mine spoil piles of a coal company. (N.Y.Times, Apr. 16, 1943.)

Maryland - Aircraft

Engineering and Research Corp., Riverdale, is employing many women. All hand-scraping operations on propellers and other airplane parts are being done by women instead of men. (Apprentice-Training, Apr. 7, 1943. CONFIDENTIAL.)

Missouri - Ordnance

Nearly 100 women have taken jobs usually filled by men at Weldon Springs Ordnance, 40 are listed as chauffeurs to drive cars or trucks, 8 women have taken over the box factory. The clerical department fromerly mostly men, is now about 70 per cent women. (St. Louis Globe-Dem., Apr. 10)

New York - Instruments

Lewyt Metal Products, Brooklyn, makes precision instruments. Beginning to

employ women 2 years ago, 35 per cent of women now replace men. (E. Eagle, Mar. 14/43)

North Carolina - Theater Managers

An order for 15 women to learn theater management has been filled by U.S.E.S. They will receive $15 a week for 6 weeks' training, then $20 to $30 a week. The plan is to have a manager at each theater with 2 supervisors as assistants. As male managers enlist, women will be promoted. (N.C.Emp. Security News, Apr. 7, 1943.)

Ohio - Paper Goods

More than 270 women are working in production jobs at the Canton plant of Champion Paper and Fibre Co. More than double before the war. Women are employed in the machine shop, heater room, "shafting behind the cutters in the bookmill finishing area." 25 are in the laboratory proper, the set and control of the bookmill and boardmill or in the humidity room where paper tests are made. (Asheville Citizen-Times, Apr. 11,43)

South Carolina - Shipbuilding

Certain sections of ships coming off the ways at the Charleston Navy Yard are to be assembled entirely by women under a shipfitter as foremen and one man to do heavy lifting. This plan enables women to see what they are accomplishing and how each job fits in. They develop pride in their work. They are to teach new girls. (C. News-Courier, Apr. 5, 1943.)

Texas - Salesmen

A woman began as a door-to-door saleswoman for Jewel Tea Co., in San Antonio last fall. Now she is supervisor of 10 routes, 8 handled by women. (S.A.Light, Apr. 4 1943.)

Virginia - Furniture

Basset Furniture Industries is employing women in 2 of 5 plants and will add 500 more soon. (Wash. Star, Apr. 7, 1943.)

Wisconsin - Postoffice

As a trial in Milwaukee about 100 women will begin soon learning mail sorting schemes and how to route outgoing mail. All the work is standing and most at night. (M. Sentinel, Apr. 10, 1943.)

STANDARDS FOR WOMEN'S WORK

Equal Injury Pay

Beginning Apr. 19, women in Great Britain will receive the same payment, 35 shillings a week, for injuries resulting from air raids as men. The same pay is to be given also to employed and non-employed persons. (N.Y.Times, Apr. 8, 1943.)

Y.W.C.A. Pay Raise

A union contract has been signed covering 250 office, professional, and maintenance employees in 9 Y.W.C.A. centers in Chicago. Maintenance workers get 6 per cent to 25 per cent more pay retroactive to Jan. 1. Minimum wages of household workers were raised $15 to $73 a month. Wages for clerical and professional and hours and vacations are yet to be negotiated. (Office and Prof. News, Apr. 1943.)

Night Work in Textiles

Cotton textile plants operating on government contracts will be allowed to employ girls 16 and 17 on night shifts in areas where there is a labor shortage. Hitherto girls of this age could not be employed between 10 p.m. and 6 a.m. (Journal of Commerce, Apr. 10, 1943.)

Seven-Day Week

The Riverside and Dan River Cotton Mills, Danville, Va. is beginning a 7-day week. The entire mill will not operate each Sunday. Sunday work will depend on material on hand and urgency of certain orders. (Daily News Record, Apr. 12, 1943. p.1)

California - Public Housekeeping

An order governing employment of women in public housekeeping becomes effective May 3, 1943. It provides a minimum of $18 for 40 hours. The rate for less than 40 hours is 50 cents an hour, and for work beyond 40 hours up to 48 hours, 45 cents. (Rept. to Governor's Council, Mar. 1943.)

DEMAND FOR AND SUPPLY OF WOMEN

Navy Hospital

The Naval Bureau of Medicine and Surgery needs about 600 to enlist each month for assignment to duty in the hospital corps. They are needed for office or technical work.

Ohio

400 women are needed in Springfield war industries this month. (S. News-Sun, Apr. 4, 1943.)

California - Shipbuilding

So. California shipyards are asking the Employment Service to furnish women workers who will be paid 88 to 95 cents an hour as boilermaker helpers, warehouse workers and laborers. (Hollywood Citizen News, Apr. 5,)

D.C. Transit

Washington is the only large city where women have not responded in sufficient numbers to meet need for street car and bus operators. Capital Transit could use 400, but only 8 are employed as operators. (Wash. Star, Apr. 15, 1943.)

Florida

Only 3,233 of the 25,000 workers in essential war industries in Hillsborough County are women. Government establishments, including air fields employ 1,019; shipyards, 985; tin can plants, 286; canning plants, 221. (Tampa Times, Apr. 7, 1943.)

Ohio

901 identical war-product manufacturers reported that 15 per cent of their workers were women in July 1942, 21 percent in January 1943. These currently employ 877,000, 189,000 of them women. These 189,000 women are concentrated in half-a-dozen industries; Aircraft and parts; 49,000; ordnance and accessories, 25,000; electrical machinery, 25,000; iron and steel products, 20,000; non-electrical machinery, nearly

,000; rubber products, 15,000. (The Compensator, Mar. 1943.)

Pennsylvania - Recruiting

The Philadelphia Inquirer is trying a new method to improve want ads for women workers. A special illustrated page showing women doing different kinds of work was prepared for the Apr. 4 issue. In addition, a series of 20 ads were prepared describing in detail the duties of the various available war jobs and giving a drwaing of the job. Results have not yet been observed. (Editor and Publisher, Apr. 10, 1943 p. 26)

TRAINING OF WOMEN

Flight Teachers

First 10 women have graduated from the Women's Instruction Training School, Nashville, conducted by Tenn. Bureau of Aeronautics. So great was demand for them that State is urging an appropriation of $2,500,000 to train 500 more women in different parts of the country. (Aviation, April 1943, p.239)

Petroleum Geology

30 women students at the University of Michigan have started a one-year course designed to train them for oil field discovery jobs with private companies. The normal course of 4½ years is being concentrated into a year. (Women's Work and Educatio Feb. 1943.)

Rhode Island - Machinery

35 machine operators at Textile Machinery Co., Providence, are being trained to replace men. (Apprentice-Training, Apr. 7, 1943.)

EMPLOYMENT OF NEGRO WOMEN

Florida - Railroad

A crew of 5 Negro women are working on a stretch of the Seaboard Air Line tracks cutting weeds with a shovel. As they get used to this work they will be shifted to regular maintenance worl. About 100 are being hired in the State. They receive 40 cents an hour, the regular pay. (Tampa Tribune, Apr. 9, 1943.)

Michigan

Negro women war workers are in demand in many Detroit plants and a large part of the labor supply being taken by plants from the pool of women is composed of Negroes. Briggs Mfg. Co. is a large employer of women both Negro and white and has outstanding success in adjusting relations between them. (N.Y.Times, Apr. 11, 1943.)

Ohio - Transit

Of 20 women working as conductors and motormen in Cleveland, 6 are Negroes. (C. Call & Post, Apr. 10, 1943.)

PLANT CONVERSION

Plastics

Some plastic plants are turning out unshatterable tableware, valves, engine parts and scores of other ship items traditionally made from metal. All are bought by the Navy which is casting about for other equipment to be replaced by noncritical materials. (Business Week, Apr.,10, 1943. p.70)

U. S. DEPARTMENT OF LABOR
WOMEN'S BUREAU
WASHINGTON

March 30, 1943.

From --Miss Benham

March 1943--No. 4

WOMEN'S EMPLOYMENT--NOTES FOR USE OF STAFF

Reports on: Recent Articles of Interest
Women on War Jobs
Women Replacing Men
Standards for Women's Work
Demand For and Supply Of Women
Employment of Negro Women
Conversion to War Production
Women and Unions

Recent Articles of Interest

In the Labor Library

Arming the Woman Worker for Safety - Safety, March 1943 (Safety Clothing)

The Woman's War Too - National Safety News, March 1943 (Safety equipment, rules, etc.

WOMEN ON WAR JOBS

Doctors

The House Military Affairs Committee has approved a bill authorizing the commissioning of women doctors in the Army and Navy to serve anywhere with the armed forces. (N.Y.C. News, March 24, 1943.)

Illinois-Ordnance

Four women work as expediters in the Chicago Ordnance District, helping contractors get priorities and meet other problems. One works with tank an combat vehicles contractors; one with ammunition contractors; two are in raw materials unit (Chicago Tribune, March 22, 1943.)

New Jersey - Metal Products

About half of workers at Wm. Stamen Mfg. Co., Newark, are women. The firm makes tools, dies, metal stampings and screw machine products. They find woman particularly adapted to handle equipment needing precise, skillful operation. This includes 6-spindle automatic screw machines, power presses and welders. (N. Star-Ledger, March 22, 1943.)

WOMEN REPLACING MEN

Iron and Steel

Colorado Fuel and Iron Co. has employed women since November when a shell forging plant was reopened. Now there are about 175. Among these jobs are: In shell plant--inspector; operator of shot-blaster, center machine, lathe; stamper. Shoveling nuts into burr machine in wire mill; operating conveyor in cooper shop; drill press and threader operators in bolt mill; "gas reverser" in rail mill, controling the heating pits. (Pueblo Star-Journal, Sunday Chieftan, March 21, 1943.)

Employees of Carnegie-Illinois Steel Corp., Gary, Ind., at its new armor plate mill areabout half women. Some work as metallurgical observers taking temperatures, and inspecting for surface blemishes and scratches on red-hot slabs of steel.Some are inspectors measuring plates. Others operate flame cutting tools. They drive tractors, operate cranes and work in grinding department. At American Bridge Co. women are stamping steel cartridge case discs. A few women are guards at some of the plants. (Wash. Star, March 3, 1943.)

WOMEN REPLACING MEN--Continued

Iron and Steel--Continued

Women at U. S. Steel plants in Gary (aside from the new armor-plate works) number about 1,000 out of 23,000. They are scattered through all departments. A few operate lathes, boring machines, gigantic punch presses. Many keep records. Some drive power trucks. One operates a machine that stamps out steel landing mats, 6 inspect and sort disks for shell cases. All are trained in plant. (Chicago Sun, March 21, 1943.)

Albany Castings Co., Inc., Voorheesville, N.Y., now employs women in every job in which they are permitted to work by the State labor law. All bench core work is done by women. The maintenance department simplified some of its jobs so women could do them. The result is significant plant efficiency and production has increased. (Apprentice-Training, March 17, 1943, CONFIDENTIAL.)

West Pittson Iron Works has started training women 18 to 45 years old to replace men as machine operators. They will start at 50 cents an hour. (Wilkes-Barre Record, Feb. 12, 1943.)

Bethlehem Steel Co., Bethlehem, expects to hire 600 women soon. (Phila. Inquirer, March 26, 1943.)

Railroad

The Pennsylvania Railroad employs 12,000 women, nearly 10 times the number on payrolls 2 years ago. (N.Y.Times, Feb. 20, 1943.)

243 white women and 127 Negro women clean 549 steam cars and 747 electric local cars daily at the 30th St. station of the Pennsy in Phila. With extraordinary demand upon railroad coaches it is necessary that cleaning be done rapidly and on a split-second schedule.) Pa. Record, Feb. 22, 1943.)

A woman is checking freight for the Seaboard Air Line at Atlanta. She is a member of Railway Clerks Lodge No. 522. (The Railway Clerk, March 1943.)

Postal Service

Since the beginning of the war 1,626 women postmasters, fourth class, have been appointed, at a 25-per cent increase in the rate at which they were named in the past 8 years. Of 43,000 postmasters, almost 14,000 are women, 10,000 of them in fourth class. Of 32,000 rural carriers on Jan. 1 280 were women. (N.Y.Times, March 23, 1943.)

Illinois

17 women are working for Caterpillar Tractor Co., weighing, wrapping and boxing parts. Many parts are greased and wrapped individually. (Peoria Journal-Trans., Feb. 21, 1943.)

Maryland - Oysters

Women are taking men's places nipping and tonging oysters along the Potomac River. (Wash. Star, Feb. 28, 1943.)

New York - Office

About 70 per cent of office positions vacated by drafted men in New York City

have been filled by women according to a survey by the N.Y. chapter of the National Office Management Association. (N.Y.Times, Feb. 14, 1943.)

Ohio - Ordnance

Women are testing guns at the Erie Proving Ground near Camp Perry. (Dayton News, Feb. 14, 1943.)

Oregon - Construction

Women laborers "had a hand in almost every aspect of the construction" of houses and apartments at a new city called Vanport near the Kaiser Shipbuilding yard. (Kalamazoo Gazette, March 20, 1943.)

Virginia - Bus Drivers

Women are to be employed as bus drivers in Richmond as soon as materials to build rest-rooms can be secured. (R. Times-Dispatch, March 21, 1943.)

STANDARDS FOR WOMEN'S WORK

8-Hour Day

A worker with proper incentive produces more goods in 8 hours than in 12 according to James F. Lincoln, president of the Lincoln Electric Co. of Cleveland. "Experience shows that long hours merely lead to scientific loafing." 6 days work, other things being equal, produces more than 7 days continuously. (N.Y.Times, March 21, 1943, PA-16.)

Employment - Safeguard

The act to permit consolidations and mergers of domestic telegraph carriers contains certain safeguards for employees. Persons employed at the time of the merger who were employed on or before March 1, 1941, shall be employed for not less than 4 years from the date of the merger and during that time, without his consent, pay shall not be reduced nor the employee assigned to work inconsistent with past training and experience. Severance pay is provided persons employed at time of merger but not on or before March 1, 1941, if dismissed because of the merger. For 4 years after the merger such persons shall have preferential hiring and employment status for positions for which they are qualified over a person not previously employed by the carrier. (Copy of Act.)

Absenteeism and Hours

The N.I.C.B. reporting on absenteeism in a sample group of 29 plants employing 106,620 stated women lost an average of 1.16 days per person in Dec., men .65 days. Time lost by women working from 45 to 49 hours was more than double that lost by women working 35 to 39 hours. (N.Y.C. Journal of Commerce, March 25, 1943.)

Michigan - Practical Nurses

A salary scale has been set for practical nurses graduating from a training program conducted by State Board of Control for Vocational Education and Michigan State Nurses Association. The rates are: $4 a day for 12 hour duty, $5 for resident duty. (Saginaw News, March 19, 1943.)

STANDARDS FOR WOMEN'S WORK (Continued)

New Jersey - Weight Carrying

A Plainfield woman quit work as a mail carrier after 4 days as she found work too hard. Under post office rules, every bag must weigh at least 50 lbs. when loaded. On magazine days rhe woman estimated this weight was doubled. (N.Y. Times March 21, 1943.)

Oregon - Canning Wage

A minimum of 70 cents an hour for women and minors in canning and dehydrating industry has been ordered effective April 15. Piece rates must be such that at least half of workers can earn 75 cents an hour. (Portland Oregon Journal, Mar. 16, 1943.)

Rhode Island - Part Time

The U. S. Rubber Co., Providence, began a 4 p.m. to 8 p.m. shift with 61 high school girls. From now on others will be employed. Mothers and teachers are also interested. Picture shows girls standing at work. (P. Journal, March 21, 1943.)

DEMAND FOR AND SUPPLY OF WOMEN

F.B.I.

The F.B.I. is in urgent need of women in the finger-printing division in Washington. Women up to 40 years of age, including girls who will graduate from high-school in June are eligible. (Sheboygan Press, Mar. 22, 1943.)

Farm Work

Department of Agriculture hopes to enlist 60,000 women in a Women's Land Army this year. (Chicago Sun, March 22, 1943.)

Alabama

Through co-operation of women's clubs, W.M.C. will ask women in Mobile to register for paid jobs or volunteer war work. (M. Press Register, Feb. 21, 1943.)

Connecticut - Aircraft

Direct recruitment of women 18 to 36 years old for work in Aircraft Maintenance Service has begun in Hartford. Following training these women may be placed anywhere in the United States but most will be placed near their homes. (Conn. Emp. Sec. Bul., March 1943, p. 12)

Illinois

About 300,000 more women are employed now in Illinois than in 1940 and 200,000 more are needed, Accordint to the State Director of Labor.
(Springfield Register, March 18, 1943.)

Louisiana

Employment of women in E. Baton Rouge has increased 200 per cent to 7,500 in 2 months, 2,500 being in war industries. Further increase to 10,000 or 15,000 in 6 months is expected. A lumber company has women carpenters. Standard Oil has women chemists, laboratory workers, and clerks in field offices, jobs formerly held by men. (Baton Rouge Times, Feb. 19, 1943.)

DEMAND XXXX FOR AND SUPPLY OF WOMEN (Continued)

Michigan

Women to train as inspectors in Detroit and State war plants are needed at once according to Civil Service. (D. Times, March 21, 1943.)

New Jersey

Bayonne is cited as one of 6 New Jersey areas in critical need of women workers (B. Times, March 16, 1943.)

100 women have been hired at Ford Motor Co. Assembly Plant at Edgewater and plans call for 1,000. (N.Y.Times, Feb. 16, 1943.)

New York

5,000 to 10,000 more women are needed in war plants in Syracuse area. (S. Herald Am. Feb. 14, 1943.) This year's industrial employment needs at the Niagara Frontier will be 60,000 more workers, about half women. (Buffalo Courier Express, Feb. 12, 1943.)

Employers in the New York City area, harassed by acute manpower drain, are insisting on women workers. Requests cannot be met by the few women now in training. There are vacancies for 3,000 women trainees. (N.Y.Evening Post, Mar. 24, 1943.)

North Carolina

Hackney Bros. has asked for 50 women for assembly line work, to do small drill operations, clean bodies and work with small tools. (N.C.Employment Security News, March 24, 1943.)

Ohio - Cleveland Area

A total of 20,000 to 30,000 women are employed in industry in the Cleveland area. They fit well here because Cleveland produces a large volume of small articles and parts. In one plant, 1,000 out of 2,500 are women. They are 40 per cent of labor force at a near-by ammunition plant. Several hundred are being sought for training as street-car conductors in Cleveland. When the local bomber plant is completed, it is expected that a few hundred key men will be imported and that most other help will be women recruited locally. (Dom. Commerce, Mar. 25, 1943)

Aircraft

President of Goodyear Aircraft Corp. Akron expects more than 20,000 women will soon be working on aircraft parts in their plants Now there are 13,000 women on production, about 47 percent of total. (Cleveland Plain Dealer, Mar. 23, 1943.)

Oregon

Number of women in 16nwar industries in the Portland area has risen from 5,339 in November to 14, 682. Need for women to replace men is still great. (P. Oregon Journal, March 16, 1943.)

EMPLOYMENT OF NEGRO WOMEN

Navy Yard

More than 300 Negro women have been employed recently at the Washington Na

EMPLOYMENT OF NEGRO WOMEN (Continued)

Yard at $45 a week. More are being employed at rate of 50 a month. (Clevelnad Call & Post, Feb. 20, 1943.)

Maryland

A Negro woman runs a steel-burning machine at Bartlett Hayward, Baltimore. It is an intricate machine, 25 feet long and 6 high. It cuts hugh plates of steel into 6 different kinds of parts for anti-aircraft guns. The acetylene torches which cut 2 parts at a time must be set and guided with precision. The operator must have a dozen or more controls just right. (Balt. Evening Sun, Feb. 19, 1943.)

Massachusetts

A branch of Buxton Co., of Springfield has set up a war production unit compos entirely of Negro women with Negro forewomen and supervisors. (Boston Post, Feb.10/43

CONVERSION TO WAR PRODUCTION

Cans

Some facilities of the Continental Can Co. are being converted to war production, including some airplane assemblies. The company's production of paper and new type containers is also progressing satisfactorily. (N.Y.Times, Mar. 24/43)

Glass

War work done by Libby-Owen Ford Co., includes: Fabrication of transparent pla plastic parts for aircraft; developmental work in defrosting and de-icing transparent surfaces and in protecting transparent-plastic surfaces from soluble action of de-icing chemicals; production of special curved rear-view mirrors for certain types of fighter and pursuit planes. (N.Y. Times, Mar. 24, 1943.)

WOMEN AND UNIONS

Bethlehem-Fairfield Shipyards, Baltimore, has agreed to return to their regular jobs men crane operators who had been displaced by women. 9 women will continue in their jobs as relief operators. The 9 men had been shifted to other heavier work. (Chr. Sci. Mon., March 18, 1943.)

U. S. Department of Labor
WOMEN'S BUREAU
Washington

March 20, 1943

From - Miss Benham

March 1943 - No. 3.

WOMEN'S EMPLOYMENT - NOTES FOR USE OF STAFF

Reports on:
- Recent Articles of Interest
- Women on War Jobs
- Women Replacing Men
- Standards for Women's Work
- Demand For and Supply of Women
- Training of Women
- Women and Unions

RECENT ARTICLES OF INTEREST

In the Women's Bureau

Anchors Aweigh - Independent Woman, March 1943.
(Today 23,000 women are working in shipyards. By 1944, 225,000 may be needed.)

In the Labor Library

Inducting Women in Industry - Executives Service Bulletin, Feb. 1943.
Experience of Monsanto Chemical Co., St. Louis. A survey determined:
1. Jobs most desirable for women; 2. desirable only for certain types of women.
Women check scales, operate control boards, acquire knowledge of materials such as correct moisture content, watch temperatures and pressures, weigh materials, sew and label bags and containers, cap drums, draw samples for analysis, drive intra-plant trucks. Women operate a filter plant capable of supplying water to a city of 20,000. In the laboratories they handle routine analysis and prepare and distribute samples. Girls from an art school made good draftsmen. If a sketch of an operation is needed they go out and make it. They have mapped out all the intricate system of pipe lines in a large plant. They now rate as junior engineers.

Supervision, March 1943, contains:

How to Train Women for War Production
1. Provide adequate work conditions.
2. Capitalize special abilities on first assignment for production and safety.
3. Consider personality and attitudes for rapid training and upgrading.

Engineering the Job to the Woman Worker.

Absenteeism: Its Cause and Cure

Women in Industry - Preliminary Report of the Committee on the Health of Women in Industry of the Section on Obstetrics and Gynecology.
Recommendations to the Council on Industrial Health - Journal of the American Medical Association, March 13, 1943.

WOMEN ON WAR JOBS

Aircraft Engineering

At Glenn L. Martin Co., of 2,300 persons in the engineering department, 600 are women. About 300 of them are doing actual technical work. (Ed. for Victory, March 15, 1943.)

Delaware

A young woman has been trained by the Wilmington public transportation system to sell tokens, answer questions and make change at a central spot. Since local bus are one-man operated, service should be speedier. (Domestic Commerce, March 11, 1943.)

WOMEN REPLACING MEN

Air Transportation

At a recent traffic conference at Chicago three women attended who were acting district traffic managers in 3 cities: Boston, Toledo and Detroit. A fourth is acting district traffic representative at Des Moines. All are employed by United Air Lines.

American Export Airlines first training class for new passenger cargo department personnel included 5 women. (Am. Aviation, March 15, 1943.) Pp. 45, 46

Indian Women

The making of jewelry among Indians has been almost exclusively reserved for men, but now many Indian women have become silversmiths and unusually adept. Much of their work is to supply silver insignia to the armed forces. Women have also replaced men in planting and harvesting crops. At the Eastern Cherokee reservation in North Carolina 80 girls are doing farm, laundry and auto repair work. Women running tractors are a familiar sight. A woman in New Mexico delivers milk in a small pick-up truck from the Indian School dairy to the school, services the trucks and assists in the garage on repair work. An Indian woman is judge on the Pine Ridge Sioux Reservation, S. Dakota. (Indians at Work, Vol. X. Nos. 2 - 6.)

Pennsylvania - Steel

109 women are employed on 11 operations at Wyckoff Drawn Steel Co., Ambridge. Wage schedules currently agreed on with the union apply to women as well as men. Progression through certain jobs is provided in the union contract, but jobs, suitable only for men are removed from the line of job progression for women. Men may circumvent jobs especially suited to women. (Apprentice-Training, March 10, 1943. CONFIDENTIAL.)

STANDARDS FOR WOMEN'S WORK

Learners

Under an order just issued by Wage and Hour, a larger number of learners in textile and certain apparel industries may be employed for the duration of the war emergency. The rate for learners is raised from 22½ to 35 cents. Since some employers are having difficulty getting any workers at less than 40 cents the order may be of little benefit. Employers are allowed to hire as many learners as they prove that they need. (R-1939)

40-Cent Minimum

W.L.B. has stated that wage raises up to 40 cents may be given without government consent unless the price of a commodity should be involved. In that case adjustment proceedings would follow usual channels. (Wash. Post, March 16, 1943.)

Connecticut - Hours

The Governor has set a maximum work week of 55 hours for women in war industries. This was a clarification of the emergency order removing the 48-hour week restriction. (N.Y.Times, March 18, 1943.)

Illinois - Wage Raise

N.W.L.B. has consented to a raise in the minimum from 42½ to 50 cents an hour for workers at Swobe Bros., Chicago, makers of cotton dresses. (Good News, I.L.G.W.U. [illegible] Locals 76 + 261, March, 1943)

DEMAND FOR AND SUPPLY OF WOMEN

New York - Registration

Recommendations for the compulsory registration of women over 18 years of age in New York has been submitted to the Industrial Commissioner by the New York Women's Advisory Commission. They also call for the establishment of a 6-day, 48-hour week for women at men's pay and for employment of women with factory experience first, and mothers of small children last. Attention should be given to community problems. (Chr. Sci. Monitor, March 11, 1943.)

TRAINING OF WOMEN

Indiana - Auto Mechanics

The Studebaker Corp., Automotive Division, South Bend, has prepared and published a manual on employment and training of women as auto mechanics. This has been distributed to dealers throughout the country. (Apprentice-Training, Mar. 10, 1943 CONFIDENTIAL.)

Ohio

The Commercial Stamping and Shearing Co., Youngstown, is training 6 girls to operate turret lathes which turn 660 pound castings for aerial bombs.

Astatic Corp., Youngstown, makers of submarine weapons, is reengineering certain operations to adapt them to women. (App.-Training, Mar. 2, 1943. CONFIDENTIAL.)

Pennsylvania - Steel

At plants of Amer. Chain and Cable, Reading, women are being employed and trained as bench coremakers, grinders, machine operators, and inspectors. (App.-Training, Mar. 10, 1943, CONFIDENTIAL)

WOMEN AND UNIONS

Maryland - Crane Operators

Three shifts of men electric bridge crane operators walked off their jobs at Bethlehem-Fairfield shipyards in Baltimore in protest against the employment of women as bridge crane operators. Union officials said women had been employed without consulting the union. The company plan was to relieve the men for heavier work. (N.Y.Times, March 17, 1943.)

Goodwin-Robinson

U. S. DEPARTMENT OF LABOR
WOMEN'S BUREAU
Washington

March 13, 1943

From--Miss Benham

March 1943--No. 2.

WOMEN'S EMPLOYMENT--NOTES FOR USE OF STAFF

Reports on: Recent Articles of Interest
Women on War Jobs
Women Replacing Men
Demand For and Supply of Women
Employment of Negro Women

RECENT ARTICLES OF INTEREST

In the Labor Library

Unions of White Collar Employees. Studies in Personnel Policy, No. 51, N.I.C.B. (Discusses unions covering various occupation or industry groups and analyses representative contracts.)

The Library has a long series of reports, "Job Family Series". Occupations related to occupations in Boots and Shoes, Hosiery and so on. (18 different industries) - Federal Security Agency (T 174U553)

WOMEN ON WAR JOBS

Alabama - Textiles

Pictures: 3 women in Research and Testing Laboratory of Avondale Mills "engaged in various phases of yarn testing." 1 women inspecting drill to be used in jackets and coveralls for armed forces. (Daily News Record, March 9, 1943, p. 24.)

California - Airplanes

Picture of 3 women at Lockheed Aircraft Corp., Burbank, operating a 250-ton single action hydro-press with rotary table that can handled more than 20,000 parts in 8 hours. (The Technocrat, March 1943, p. 9.)

WOMEN REPLACING MEN

Map Making

About 400 women now work in the chart division of the Coast and Geodetic Survey, where more than a million maps are turned out a month for Army and Navy. There are only 2 steps in the process, where there are no women; photography and making of plates from which maps are printed. Seven women work in the press room. 17 of 22 persons who make last minute hand corrections are women. These bring maps up to date according to latest information. (Wash. Post, Mar. 6, 1943.)

District of Columbia - Bus Drivers

The first woman bus driver began a regular run in Washington, March 8. About 6 more are in training. Capital Transit needs "hundreds" as bus drivers and trolley car conductors. (Wash. Star, March 8, 1943.)

WOMEN REPLACING MEN

Illinois - Maintenance

Beginning in August, 1942, women have replaced men porters and cleaners in University of Chicago Clinic. They have been hired as floor porters, relief porters, wall washers, elevator operators and on many other jobs. They adapted themselves rapidly to the handling of heavy floor machines and other equipment, and are conscientious, hard workers. (The Modern Hospital, March 1943, p. 88.)

Maine - Shipbuilding

More than 2,300 women are employed at South Portland, Ship in 23 departments. They are now about 9 percent of all workers. Their jobs include blacksmiths helper and crane operator. (Portland Press-Herald, March 3, 1943.)

Massachusetts - Metal Products

Women at ~~United~~ Carr Fastener Corp., Cambridge, have increased from 25 to 51 percent. The plant which now employs about 3,500 workers makes fasteners used on cartridge belts, gas masks, parachutes, knapsack, shipping bags and other equipment, also parts for planes, tanks, jeeps, and so on. Women on men's jobs receive men's wages. They are running lathes and other machine tools and doing good work. (Daily News Record, March 11, 1943.)

Missouri - Baggage

Nearly 50 women are working in the mail and baggage department of the Kansas City Union Station. They operate parcel and baggage wagons and load and unload everything but the heaviest trunks. (Wash. Star, Mar.10,1943.)

DEMAND FOR AND SUPPLY OF WOMEN

Conference

War and post-war demand for trained personnel will be the subject of the annual conference of the Institute of Women s Professional Relations, April 9 and 10 in Washington, D. C. More than 125 colleges and universities will be represented. (N.Y. Times, March 6, 1943.)

Air Service Command

The "world's largest industrial organizations" U. S. Army Air Service Command is completing headquarters at Patterson Field, Ohio. It is planned to use women for 80 percent of its working force. The work is overhauling planes and fitting them for special jobs as for desert or Artic use. Health work for women is planned covering three main fields: 1. Fitting workers into fields they can do without too much risk; 2. guarding health from industrial hazards; and 3. teaching fundamentals of sanitation and food handling to prevent epidemics.

California - Aircraft

Vega Aircraft is building a sub-assembly plant at Santa Barbara and has begun hiring women for training. About 40 percent of workers will be women. They will be paid 60 cents an hour for training and raised automatically to the 75 cent working minimum. Women will do chiefly riveting. (S.B. Nes-Press, Feb. 28, 1943.)

EMPLOYMENT OF NEGRO WOMEN

New Jersey - Shipbuilding

The first Negro woman has been employed as mechanic's helper at the New York Shipbuilding Corp., Camden .

Ohio - Street Transit

At least 6 Negro women were to begin training in March for jobs as motormen in Cleveland. (C. Call & Post, March 6, 1943.)

Railroads

A State representative has protested against the employment of Negro women by the New York Central in jobs forbidden by law. Some were working as sectionhands, others shoveling coal from a freight car to a truck. (Cleveland Call & Post, March 6, 1943.)

U. S. Department of Labor
WOMEN'S BUREAU
Washington

February 22, 1943.

From - Miss Benham

February 1943 - No. 4

WOMEN'S EMPLOYMENT - NOTES FOR USE OF STAFF

Reports on:

Recent Articles About Women
Women on War Jobs
Women Replacing Men
Demand for and Supply of Women
Standards for Women's Work
Training of Women
Employment of Negro Women
Women in Unions
Other Items of Interest

RECENT ARTICLES ABOUT WOMEN

In the Women's Bureau

The Independent Woman, February, 1943, contains:
Can You Take Responsibility? p.45
Is Your Place in Civil Service? p.46
Advice to the Poor Working Girl. p.49
(Experience at the time of the Civil War)
She Builds Hurricanes. p.43
(Canadian woman in complete charge of the manufacture of Hurrican Fighters.)

In the Labor Library

Why We Like Women in Our Shop - Allison Division, General Motors, Corp., Indianapolis
(Meets usual objections to women)

Employment of Women in Shipbuilding. B.L.S.Division of Construction and Employment.
(Mimeograph)

War-Time Employment of Women in Shipbuilding and Allied Industries - Great Britain Ministry of Labour and National Service.

American Women at War - by 7 newspaper women members of a party on a tour arranged by National Association of Mfgrs. 1942.

Supervision, February, 1943, contains:

Are Women Workers Cooperative?
(Replies of foremen on various problems.)
Railroadettes Take Over
(1,750 women employed by So. Pacific. Lists new jobs.)
One Skilled Man to 40 Girls in New British Factories.

Women Make Good as Service Station Attendants for Shell - Sales Management, Feb. 15, 1943, p.32.
(In Sept., 1942, 45 women were hired to replace men. They start at basic wage of $107.50 a month and can easily earn $135 a month with commission and wage advances. The company has issued a "Handbook for Shelladies".

WOMEN ON WAR JOBS

Connecticut - Aircraft

Pratt & Whitney have leased a textile mill at Buckland to make 4 of the small parts for aircraft engines. About 30 percent of the workers are women. A new plant at Willimantic producing parts for Pratt & Whitney has 20 percent women. Because a plant at East Longmeadow makes heavier parts, the percent of women is lower. (New York Times, Feb. 11, 1943.)

Michigan - Supervision

Briggs Mfg. Co., Detroit, has employed 20 women councilors with offices in the plants, always available to women workers and management. (Balt. Eve. Sun, Feb. 10, 1943.)

WOMEN ON WAR JOBS (continued)

Broaches

Nearly a fifth of the employees of the Detroit Broach Co. are girls, 18 to 25 years. They were first employed several months ago. This is unusual even in war times as making of broaches is as highly skilled as making tools and dies. Girls are operating lathes, drill presses, slotters, milling machines and turning out work as accurate as the product of veterans. A broach is a group of cutters of graduated size, made into a long bar with cutting edges all facing one way.

Pictures show a woman on "a high speed diamond boring operation". "Women operators are alert for tool failure, qualityof finish, correct amount of stock removal and indications of machine failure." (plant not given) (Mich. Mfgrs. & Financial Record, Dec. 26, 1942.)

WOMEN REPLACING MEN

Food Inspectors

During the past 9 months the Dept. of Agriculture has employed about 100 women as food inspectors. Most of them are home economics graduates and chemists. More are wanted. (Austin American, Feb. 5, 1943.)

California - Coopers

Among 350 women employed at the Standard Oil Richmond plant are more than 12 coopers or barrel makers. (N.Y.Times, Feb. 14, 1943.)

Connecticut - Shipbuilding

700 women are employed in the yards of Electric Boat Co., Groton/ About 100 have been assigned to the ways to work on submarines. They received 2 or 3 months experience in the fabricating and installation shop. They are trained as chippers, drillers, electricians, painters, machinists, welders, pipe fitters, and sheet-metal workers. In general they are helpers to men. It is thought 3,000 women will be employed in the next months. (N.Y.Herald-Tribune, Feb. 10, 1943.)

Idaho - Lumber

Pictures show women working for Potlatch Forests, Inc., Potlatch; learning to operate bandsaw, riding the carriage; sorting and stocking lumber. One rides the saw carriage and adjusts levers for turning a log as it moves back from the saw at 40 miles an hour. It is a job calling for highest skill. About 40 women work at the mill. (Spokane Spokesman-Review, Feb. 4, 1943.)

Illinois - Steel

A large steel mill recently hired several women to train as operators of wire-pulling machines. It has also replaced two male weighing and billing clerks with women, and plans to hire others for "dirty" jobs. (Manpower Review, Feb. 1943)

Kansas - Guards

A war plant has replaced with patrolwomen all male guards whose duties were checking badges and passes in administration buildings. Applicants for jobs and visiting officials prefer the women as more helpful and hospitable, (Manpower Review, Feb. 1943.)

WOMEN REPLACING MEN (continued)

Michigan - Small Parts

Valves Inc., Detroit, employes girls exclusively except for supervision. They make small items on subcontracts, having produced more than 10[illegible] for airplanes, machine guns and tanks. Beginning last summer when the force was increased 20 percent only girls were interviewed. The plant works three shifts and shifts are changed weekly. Girls do machine, hand tool and bench work. (More Production to Rythm - music in plant - Mill and Factory, Feb. 1943, p.74.)

Ohio - Railroad

100 women work for Penn. Railroad in Toledo: 34 in roundhouse and machine shop; 32 along tracks and in yards; 23 office workers; 5 painters; 4 student operators; 1 ticket seller; 1 dispatcher. (Toledo Blade, Feb. 9, 1943.)

DEMAND FOR AND SUPPLY OF WOMEN

Alabama

There are about 6,000 women working in three principal war industries in Mobile: Gulf Shipbuilding Corp.; Alabama Dry Dock and Shipbuilding; Brooklyn Airfield. WMC predicts that by end of year, one fourth of shipbuilding workers will be women. 5,000 more women are needed in next few months. If they have to be brought in, there isn't room for them. (N.Y. Eve. Post, Feb. 9, 1943.)

Michigan

Nearly 100,000 more women will be needed in Detroit factories by end of year. About half must be women not now employed. (N.Y.Times, Feb. 12, 1943.)

New Jersey

By November, 83,000 more women will be needed in [illegible] war plants in Northern New Jersey according to WMC. (Newark Eve. Journal, Feb. 8, 1943.)

In Jersey City the R & P. W will give preliminary interviews to help enlist 18,000 women there. (Jersey Journal, Feb. 11, 1943.)

Pennsylvania

Several large steel plants in Pittsburgh area could employ about 1,000 women each, but are being delayed by priorities in putting in rest rooms. A survey of representative plants with 1,400 different types of jobs shows women could do 10 percent of them and replace a much higher percent of men. (P.Post Gazette, Feb. 9, 1943.)

Virginia

There are more than 1,700 women at Norfolk Navy Yards, and Navy hopes to have 6,000 by end of year. (Norfolk Virginian-Pilot, Feb. 7, 1943.)

STANDARDS FOR WOMEN'S WORK

Equal Pay

Equal Pay

N.W.L.B. has approved a wage agreement between Am. Mch. & Foundry Co., N.Y.C. and the Company's Employees' Association for an increase in the starting rate to 60 cents from 46 cents for women and 56 cents for men. (Infor. Digest, Feb. 12, 1943.)

Wage Increase

N.W.L.B. has approved a request by Hotel Waldorf, N.Y.C. for a general weekly increase of $2 for non-service and $1.50 for service workers, retroactive to Oct. 10, 1942. 1,800 workers will be affected. (Infor. Digest, Feb. 12, 1943)

Homeworkers' Pay

General Ribbon Mills, Inc. has been ordered by Wage Hour to pay $50,000 due women homeworkers in the area of its Catasauqua plant. Women had averaged 15 cents an hour. The firm was also charged with permitting women to use children 7 to 11 years to help. The firm no longer employs homeworkers. (Phila. Record, Feb. 11, 1943.)

Work Load

Plant superintendent of Shoe Lace Co., Inc., Lawrence, Mass., is quoted as saying that women who quit jobs in protest against the work load will not be taken back unless they apologize individually to him. (Daily News Record, Feb. 17, 1943, p.11

New Committees

TRAINING OF WOMEN

Diamond Dies

These companies are relatively new and small, but the dies are essential in production of fine wire for radio and aircraft instruments. No women had been employed and most men employees objected to them. One plant contemplating 50 percent expansion was willing to employ women. Within a few weeks the idea that women could not do the work disappeared. In 5 to 10 weeks, instead of 6 months to a year, 18 trainees were producting 70 percent of more experienced workers. Some girls were doing almost as good work as some men who had been drilling and polishing for a year. Trainees begin with large sized dies, gradually working down to smaller ones. (Apprentice-Training, Feb. 9, 1943. CONFIDENTIAL.)

Other

The U. S. Coast Guard Yard, Arundel Cove, Md., has employed women who are required to take courses related to their work in the vocational school.

The Air-Conditioning & Refrigeration & Supply Co., Charleston, W. Va. has trained women workers successfully. May Oil Burner Corp. Baltimore, is training women for lens grinding and inspection. Officials of Bendix Aviation Corp., Frankfort Arsenal and Radio Condenser Corp., Phila. are convinced that as training progresses women will be able to learn more complicated operations and do set-up work. (Apprentice-Training, Jan. 26, 1943. CONFIDENTIAL.)

EMPLOYMENT OF NEGRO WOMEN

Letter-Shop

The R. L. Polk Co., Detroit, has agreed to abolish its Negro department. White and Negro letter shop employees now work side by side, assigned to jobs on senority only. Some 250 Negroes were hired by the company, but segregated at first. The Office and Professional Workers' Union took the case to the Fair Employment Practices Committee and to W.M.C. (Office & Prof. News, Feb. 1943)

Kentucky

40 Negro women are being trained for stove assembly at Stiglitz Furnace and Foundry Co. Louisville. (Apprentice-Training, Feb. 9, 1943.) CONFIDENTIAL

WOMEN IN UNIONS

Railroad

The first woman to be employed in train and yard service in the East, a switch-tender for the Pennsylvania Railroad, joined the Bro. of R.R. Trainmen, Lodge 577, Jan. 15, 1943. (The Railroad Trainman, Feb. 1943, p.68)

The Railway Labor Executives Ass'n. have approved a manpower program which includes the provision that where men are not available, first chance at jobs should go to women in railroad employees families. Also the principle of equal pay for equal work regardless of sex must be preserved. (Labor, Feb. 13, 1943.)

Electrical

Women have been eligible to full membership in the Electrical Workers' International since Jan. 1 (Labor Leader, Feb. 4, 1943.)

Welders

After considering a separate women's division, 10^ women welders at the Norfolk Navy Yard voted 2 to 1 to join the men's local of United Brl. of Welders. (FPI Labor Press Service, Jan. 23, 1943. p. 15)

OTHER ITEMS OF INTEREST

Evelyn H. Hersey has gone to the Dept. of Justice as Assistance to the head of Immigration and Naturalization Service. Her responsibilities will have to do with detention stations maintained by the service, especially those in which women and family groups of enemy nationalities are held. (Survey Midmonthly, Feb. 1943, p.59)

H. R. 1742 "To provide further for the successful prosecution of the war through a system of civilian selective war service with the aid of the Selective Service System", provides for registration of women 18 to 50. It was introduced Feb. 8 by Mr. Wadsworth. (copy of bill)

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U. S. Department of Labor
WOMEN'S BUREAU
Washington

February 16, 1943

From - Miss Benham

February 1943—No. 3

WOMEN'S EMPLOYMENT—NOTES FOR USE OF STAFF

Reports on:
- Recent Articles About Women
- Women on War Jobs
- Women Replacing Men
- Demand for and Supply of Women
- Standards for Women's Work
- Training of Women
- Employment of Negro Women
- Other Items of Interest

RECENT ARTICLES ABOUT WOMEN

In the Women's Bureau

Michigan Labor and Industry, January 1943, contaons:

The spread between men's and women's hourly earnings is diminishing. p. 9
Accident rate of women has increased four times that of men. p.5.
Suggested changes in State laws. p. 4.

WOMEN ON WAR JOBS

Georgia - Radio

Two women are now employed by F.C.C. as radio operators at the Monitor Station at Powder Springs. They are thought to be the first so employed. They do not replace men but are additions to staff. They took 25 words a minute in code to qualify. (Atlanta Constitution, Jan. 30, 1943.)

Illinois - Hardware

Women are 85 percent of all workers at Crown Cork Specialties Corp., Decatur, The firm is now making small hardware for the Quartermasters Corps. Men are used only for heavy work, plating, transportation, tookmaking and maintenance. (D. Herald, Feb. 1, 1943.)

Washington

Proportion women are of all workers reported as follows: Boeing Aircraft, 43; Webster-Bruckley, marine engines, 18; Everett Pacific Shipbuilders, 20; Western Gear Works, 15; Spokane Air Depot, 47. More than 50,000 women are now in war industries in the State. (Seattle Times, Jan. 29, 1943.)

WOMEN REPLACING MEN

Shipbuilding

At the Philadelphia Navy Yard, 40 women have become ship carpenters and are building whaleboats, gigs and other small craft. The group is believed to be one of the first all-women units in a navy yard. (N.Y.Times, Feb. 5, 1943.)

It is thought that women are employed in more capacities at the South Portland Maine, Shipbuilding Corp. than in other ship yards. They are burring, welding, in draft and electrical shops; light laborers; janitors, on lay out; in machine shop, maintenance, mold loft; paint, pipe and tin shops, are rivet passers, pipe covers, weld cleaners; on large and small assemblies; in supply room. (P. Press-Herald, Feb.3 1943.)

Steel

Summerill Tubing Co., Bridgeport, Pa., began employing women in July 1942, hiring 12 from 18 to 20 years. By mid-December 150 women were doing 30 different kinds of work in nearly all departments. Now they are doing 40 kinds of work. The plant operates on four 40-hour shifts with women on all shifts. They receive same pay as men. A woman personnel assistant analyzed jobs and reported if women were properly selected they could do 83 percent of all plant jobs. Her survey was checked almost identically by two women inspectors from the Pennsylvania Department of Labor. Pictures show two women in laboratory. Plantmakes aircraft tubing. (Aero Digest, Jan. 1943, p. 184)

Gun Parts

A ball turret for bomber guns is made in a new plant by Briggs Manufacturing Co. The gear cutting department is operated almost entirely by women. Men do the set-up only. Women operate an average of four machines each. Most have been or still are students in Briggs school. Borematic machines are operated entirely by women. Extremely precise limits of workmanship are required but inexperienced operators and students are successful. (Aero Digest, Jan. 1943, p. 116 ff.)

District of Columbia - Banks

Increase in women's employing in 3 Washington banks, since Jan. 1941, reported as follows: Riggs, from 80 to 201 women; American Security and Trust, from 97 to 197; Hamilton National from 50 to 75. (Watertown Times, Feb. 1, 1943)

Iowa

The Maytag plant in Newton employed about 60 women in January for the first time. More will be hired. Since discontinuing washing machines last April the plant has been making war materials. (Des Moines Register, Jan. 31, 1943.)

Massachusetts-Transit

The Boston Elevated Railway will accept applications from women for positions as conductors. (B. Post, Feb. 2, 1943.)

North Carolina - Guards

Four middle aged women have become guards at the North Carolina Women's Prison in Raleigh. They will ~~receive~~ serve nine-hour tours of duty as men did, and some will work at night. (Wash. News, Feb. 10, 1943.)

Ohio - Paper

Pictures show women working at Hamilton plant of Champion Paper and Fibre Co., Operating electric truck, pulling roll of paper into place at cutter; laboratory work, cleaning paper machine; packing paper; keeping bars for coaters smooth; operating trimmer machine. (The Log of Champion Activities, Feb. 1943.)

Pennsylvania - Railroads

Three women have begun work as passenger brakemen for the Penn. Railroad 27 more are in training. (Phila. Record, Feb. 7, 1943.)

DEMAND FOR AND SUPPLY OF WOMEN

Connecticut

It is estimated employment of women in principle centers in State increases 75 percent from November 1941 to November 1942; from 30,750 to 55,750. By cities, increases were: Bridgeport, from 5,600 to 8,750; New Haven, 4,000 to 7,000; Meridan, 3,475 to 5,357. Total payroll for women in Meridan rose 79 percent compared with 55 percent for employment. (Hartford Courant, Feb. 4, 1943.)

Pennsylvania

Erie war industries need between 7,000 and 8,000 men and women in the next 6 months, if production quotas are to be met. At least 70 percent of these workers

DEMAND FOR AND SUPPLY OF WOMEN(continued)

will have to be women. Machine operators are needed chiefly. (E. Dispatch-Herald, Feb. 4, 1943.)

STANDARDS FOR WOMEN'S WORK

New Jersey - Restaurant Wage

A wage board's recommendations were accepted by the Labor Commission Jan.8. They set a minimum of 26½ cents an hour for 24 to 48 hours a week for waitresses receiving 2 meals. Representatives of restaurant owners, have asked delay to enable them to investigate. Briefs for and against may be filed up to Feb. 8. (Newark Evening News, Feb. 3, 1943.)

New York - Wage Increase

N.W.L.B. approved a wage increase averaging from 5.5 to 5.7 cents an hour for about 3,600 employees of Child's Restaurants in New York and Newark. (Info. Digest, Feb. 8, 1943.)

Washington - Days of WorkMost employees at the Puget Sound Navy Yard in Bremerton will have one day off out of every 14. Clerical workers are not affected and will continue on previous schedule of one day's rest in every eight. (Seattle Times, Jan.31 1943.)

TRAINING OF WOMEN

New York - Shells

The Trico Products Corp. Buffalo has 12 women automatic screw machine operators being trained to operate H spindle conamatic machines which make Mark VII 20 mm. shells. If successful 90 more will be assigned to learn these machines. (Apren.-Training Service, Feb. 2, 1943. CONFIDENTIAL.)

EMPLOYMENT OF NEGRO WOMEN

New York - Air Depot

Eight Negro women have enrolled in a National Defense aviation school. On completion of training they will serve as mechanics at the Rome Air Depot. (Syracuse Herald American, Feb. 7, 1943.)

OTHER ITEMS OF INTEREST

Charlotte Carr has been appointed assistant to the Deputy Chairman of W.M.C. (Info. Digest. Feb. 3, 1943.)

Women in Unions

In the last year 14 women have given up jobs to take full-time paid union work with United Electric Radio and Machine Workers. In addition, about 17 percent of union's national staff are women compared with 2 percent a year ago.

The largest number of women war workers are in the electric field. They are now more than 30 percent of all in the electrical unions, double the proportion of a year ago, and may be 50 percent next year. (Chr. Sci. Mon., Feb. 5, 1943.)

U. S. Department of Labor
WOMEN'S BUREAU
Washington

February 6, 1943.

From - Miss Benham

February 1943 - No. 2

WOMEN'S EMPLOYMENT--NOTES FOR USE OF STAFF

Reports on: Recent Pamphlets and Articles of Interest
Women on War Jobs
Women Replacing Men
Demand for and Supply of Women
Women and Unions

RECENT PAMPHLETS AND ARTICLES OF INTEREST

In the Labor Library

Where Can We Get War Workers. Results of a Manpower Survey in Baltimore. Public Affairs Pamphlet No. 75, contains short stories about women.

The Margin Now in Woman Power - Fortune, February 1943, p.99.
Recruiting, training, uniforms, absenteeism, part-time, conditions, child-care, post-war problems.

WOMEN ON WAR JOBS

Railroad

Two women have worked in Reading as tracers in the drafting room of the power and rolling equipment department of the Reading and Jersey Central R.R. since the last war. They trace on sheer Irish linen placed over draftsmen's drawings, parts of locomotive, electrical equipment, and so on. Blue prints are made from tracings. To this work, one has added keeping records of patterns made, of appliances placed on locomotives, of location of blueprints, tracings and other items. The other keeps records of locomotive classifications, books, and pressure records, and books in which corrections are recorded. (Reading Eagle, Jan. 23, 1943.)

New England - Job Teacher

A woman with 38 years' experience at a General Electric plant running lathes, drills and milling machines, teaches inexperienced men to operate the machines on the second and third shifts while she works the daytime shift. (Chicago Sun, Jan. 27, 1943)

Ohio - Machine Tools

An all-female department at Shiply Machine Tool Co., Cincinnati, assembles, adjusts, and tests small lathes. (Bus. Week, Jan. 30, 1943, p.74)

Washington - Manufacturer

A Seattle woman took charge of her husband's business, the E. B. Carter Co., when he died in September 1941. The plant employing 9 men is entirely on war production making screws for setting broken bones, ski points, metal pins and other small parts. (Seattle Times, Jan. 24, 1943.)

WOMEN REPLACING MEN

Insurance

The Employers' Liability Assurance Corp. has about 60 women claim investigators and adjusters throughout the country. One is a branch claim superintendent. Other women are working as payroll auditors and engineers. All were trained by the company and are doing well. (Chicago Journal of Commerce, Jan. 26, 1943.)

Florida

Among the women doing men's work in Jacksonville are a photographer, bank teller, acting head of Bureau of Laboratories, State Board of Health, cutter of steel plate for ships with blow torch, operator of bottling machine in dairy, junior observer in meteorology at airport. (Jacksonville Times-Union, Jan. 25, 1943.)

WOMEN REPLACING MEN (Continued)

Indiana - Trucking

A training class for rate clerks to meet a shortage in the trucking industry opened in South Bend Jan. 26. It was thought some students would be women. Training will take from 6 to 9 months. (S. B. Tribune, Jan. 26, 1943.)

Maryland - Railroad

A woman who was baggage man for the B & O in Baltimore in the first war, has returned to the same work.

New York - Steel

The Bethlehem Steel Co. plans to hire women at its Lackawanna plant. Some will form clean-up squads, others will operate a dip painting line for finishing war material. (Rochester Democrat & Chronicle, Jan. 26, 1943.)

Electric Power

Ten women will begin work Feb. 1, as turbine operators at one of the stations of the Buffalo Niagara Elec. Corp. (N.Y.Journal & Am., Jan. 31, 1943.)

North Carolina - School Buses

The number of women drivers of school buses, most of whom are school girls 16 - 18 years old, has increased from less than 100 in 1940 to 800 in 1942. They have not been involved in a single serious accident. Buses driven by the girls require 40 percent less money for repairs and 20 percent less fuel than required on identical routes by men or boy drivers. (Phila. Bulletin, Feb. 1, 1943.)

Oregon - River Survey

Three women have been assigned to the U. S. Engineer's survey boat which measures the bottom of the Columbia River. One operates the depth finding machine which automatically measures and notates on paper roll the exact depth of water under the boat. Another shoots angles from the various landmarks and beacons while the third records the readings, giving the boat's position at each point at which the depth is recorded. Good team-work is required. It is expected that other girls will be assigned to similar work. (Portland Oregonian, Jan. 22, 1943.)

Texas - Aircraft

Oct. 2 a crew of 50 women from the civilian training school were assigned to rebuild a crashed plane at Duncan Field under supervision of a man foreman. The project was to give the women experience and has worked well. The crew, mostly married, range in age from 16 to 60. (Denver Post, Jan. 24, 1943.)

DEMAND FOR AND SUPPLY OF WOMEN

Conference

The A.A.U.W. has invited 57 industrial leaders and 65 presidents of women's colleges to a conference Feb. 10, in Washington, "on co-ordinating the resources of women's colleges with industries employing women." (N.Y.Herald-Tribune, Feb. 1,)

DEMAND FOR AND SUPPLY OF WOMEN (continued)

New York

It is estimated that 30,000 women are needed for war industries in Buffalo. The census of woman power in Rochester and Monroe County recorded nearly 14,000 women available for war jobs. (N.Y.Times, Jan. 30, 1943.)

Ohio - Ordnance

The Ravenna Ordnance has a labor turnover of about 200 a week. It is short about 500 a week in its employment demands. From 2,500 to 3,000 women between 18 and 21 would be available if Ohio labor laws were relaxed. About half the employees at Ravenna are women and the proportion could and probably must go higher. Women are now on load lines though this had not been planned. (Cleve. Press. Jan. 26, 1943)

The Nation's first woman-power committee will be formed in Cleveland early in February. It will include housewives, professional women and those engaged in community efforts. (Chicago Sun, Jan. 30, 1943.)

Rhode Island

The first voluntary enrollment in the State will be carried on in Bristol County from Jan. 27 through Feb. 6. About 10,000 questionnaires will be distributed through the Post Office. The County needs 200 women now and 700 more in the next 3 months. (Providence Journal, Jan. 26, 1943.)

WOMEN AND UNIONS

Carpenters' Union

It has been decided that women engaged in any industry or performing any work coming under the jurisdiction of the United Brotherhood of Carpenters and Joiners, and receiving the same pay as men are eligible to membership. (Federation News, Jan. 30, 1943.)

U. S. Department of Labor
WOMEN'S BUREAU
Washington

February 2, 1943.

From - Miss Benham

February 1943 - No. 1.

WOMEN'S EMPLOYMENT--NOTES FOR USE OF STAFF

Reports on: Women on War Jobs
Women Replacing Men
Standards for Women's Work
Demand for and Supply of Women
Training of Women

WOMEN IN WAR JOBS

Plywood Products

Pictures show women at work on trunks and chests for the armed forces at the Seattle Luggage Corp. A woman nails a special piece along all edges of top and bottom of trunk to insure a tight fit. Another examines bottom pieces for smoothness of covering. A third applies burrs and rivets in a corner of the plywood trunk , using a light air hammer. A rudder assembly, mainly of laminated plywood is sanded and finished by two skilled women at Boeing Aircraft of Canada, Vancouver, B.C. Three women shown at work in research laboratory of Douglas Fir Plywood Association, Takoma, Wash. (Nature of work not indicated.) (The Lumberman Annual Plywood Review, Jan. 1943.)

Part-Time Work

About 300 undergraduates at the New Jersey College for Women, one-third of the students, are doing part-time work afternoons and evenings at a large New Brunswick plant. Working in three-hour shifts they wrap battle dresses, fold bandages and pack them in cartons to help fill orders from the Army Medical Department. Shifts run from 3 to 6 and 7 to 10 p.m.

Kentucky - Munitions

Tube turns, a Louisville Company expects to employ 200 women by March in a single operation designed to make a rough covering of mm. shell. Designated rest periods will be given the women but only 15 minutes allowed for lunch. (Louisville Courier Journal, Jan. 24, 1943.)

Ohio

Tubular Weaving Co., Columbus, which makes fiber-glass insulation for aircrafts and tanks has employed 15 women. They are pleased with results and expect to hire more. (App.-Training Ser. Wkly. Summary, Jan. 19, 1943. CONFIDENTIAL)

WOMEN REPLACING MEN

Railroads

A woman operates one of two control towers at the Jamaica Station, L.I. on the 11. p.m. to 7 a.m. shift. More than 600 trains a day, averaging 200,000 passengers pass through the station. The tower contains 87 switches. These are shifted in response to instructions from the dispatcher, indicated by lights on a control board. It is a job for steady nerves and a clear head. (N.Y.Herald Tribune, Jan. 22, 1943.)

A woman pipe fitter's helper in the Souther Pacific Shops at Sacramento has been made supervisor of women employees in the motive power and car department of the northern district. She will supervise the work of about 900 women in Calif., Oregon, and Utah. Throughout the system 1700 women were employed in men's jobs by the first of 1943. In Sacramento 110 women work in the shop proper and 216 in storeroom. (S. Bee, Jan. 16, 1943

WOMEN REPLACING MEN (continued)

2 women have been hired by Illinois Central to work in the Chicago freight yards repairing freight cars. They are reported to be doing good work. (C. Herald and Am., Jan, 22, 1943.)

Aircraft

On October 20, 1941, the first 19 girls went into the Glenn Martin training school. Now they are going to work for the company at the rate of $[illegible] a week. More than 45,000 persons work for GlennMartin, about one-fourth women. Before the end of the year they will be half. (N.Y.Evening Post, Jan. 19, 1943.)

A year ago the Rohr Aircraft Corp., San Diego County, banned employment of women even in office or switchboard positions, now 52 percent on total payroll are women. (Los Angeles Times, Jan. 19, 1943.)

Foundry Work

Women can safely and efficiently do the work of men in foundries if given adequate training and supervision, proper clothing and protective equipment. This is the conclusion of the war problems committee of the Wisconsin chapter of American Foundrymen's Association meeting in Milwaukee. Jobs for which women could be employed include bench and squeezer molding, with men to carry away the molds; coremaking, and operation of mechanized sand mixers, strengthing presses, drop hammers and other mechanized equipment. The pouring of molten metal, except in the case of hand ladel pouring, where greater strength is required, should not prove more hazardous for women than men. In mechanized pouring women would possibly be more alert and thus as satisfactory, if not in some instances, better than men. (M. Journal, Jan. 17, 1943.)

Forestry

A woman volunteered as a fire truck driver in San Diego County, for the California division of forestry, completed her training course and is now designated as instructor of other women. They will be taught also to use firefighting equipment. (San Diego Union, Jan. 14, 1943.)

Technicians

Ford officials state that women are now employed in the chemical and metallurgical departments for the first time. A few were assigned to these jobs late in 1942 and scores more are in training. (Chicago News, Jan. 15, 1943.)

Shipbuilding

Dorothy Barker, women's safety co-ordinator at Moore Dry Dock Co., recently completed a survey of women's jobs. Crafts in which women are proving especially efficient are welders, burners, sheet-metal workers, electricians' helpers, guards, laborers, shipfitters and most recently painters. (San Francisco News, Jan. 12, 1943.)

WOMEN REPLACING MEN(Continued)

In the North Carolina Shipbuilding Co. of Wilmington 5 percent of the production workers on Liberty ships are women. They work as: Welders and burners; operators of wood working, vulcanizing machines, hand saws, drill pressers, tool grinders; material checkers; messengers; metal room checkers. They are doing silver and soft soldering, making gaskets, pipe fittings, and doing general work in the electrical department. Their first work was in the main tool room. The largest number is in the plumbing department. There is a woman interviewer in the personnel office. (Charlotte Observer, Jan. 17, 1943.)

Pennsylvania - Textiles

The Narrow Fabric Co. of Reading has trained women to operate braiding machines. They are doing excellent work and are now running nearly as many machines as men. Other plants have employed women for years on slightly different types of braiding machines. (N.Y.Journal of Commerce, Jan. 27, 1943.)

STANDARDS FOR WOMEN'S WORK

Fair Labor Standards

Minimum rates of 40 cents an hour have been set in the following industries: Converted paper products, handkerchief manufacture and seamless hosiery, effective Feb. 15; grain products, effective March 1; candy and related products, March 29.

Home work in handkerchief making is forbidden after April 26 except for persons who had been employed as home workers in the industry before Oct. 7, 1942 or had done such work under the supervision of a State vocational rehabilitation agency or a sheltered workshop. These workers must also show that they are unable to adjust to factory work because of a handicap, or because needed at home to care for an invalid. Releases 1926 &nato1931)

Equal Pay - Electrical Industry

The United Electrical, Radio and Machine Workers of America have in effect 70 contracts calling for equal pay for women for equal work. In addition, one contract provides special rest periods for women and 4 for maternity leave. (Issued by Research Dept. of U. E. to Miss Christman.)

Ordnance

The Lake City Ordnance plant put into effect Jan. 15, the policy of "equalizing the wage rates paid to women with the rates paid to men for work of comparable quality and quantity on the same or similarly rated operations." (Kansas City Star, Jan. 17,1943)

Absenteeism

Women are absent from war jobs less than men and take their work more seriously according to the Director of Women personnel at the Todd Hoboken Dry Dock Shipyards. About 10% women are working there as welders, burners and crane operators. (Phila. Record, Jan. 21, 1943.)

DEMAND FOR AND SUPPLY OF WOMEN

Enrollment of Women

W.M.C. has abandoned the idea of a nationwide registration of women and plans instead an educational effort in specific shortage areas. Three types of programs are planned. 1. Where there are reserves of unemployed no special action will be taken. 2. In other places educational efforts through radio, press, local organizations, and so on will be made to get women to register with the employment service. 3. In shortage areas where need for women workers still continue questionnaires will be sent out, followed by house to house recruiting. (New Haven Register, Jan. 17, 1943.)

Iowa

The first call for women to work in war industries in Waterloo has been received by the Employment Service. They are wanted as laborers, assemblers and machine operators. Age limit has been raised to 50 in some cases. (W. Courier, Jan. 17, 1943.)

Massachusetts - Shipyards

About 2,000 women are now working at the Navy Yard, Charleston. Enrollment of women will be intensified and by May it is hoped 10,000 will be at work. (B. Sunday Advertiser, Jan. 17, 1943.)

New Jersey - Instructors

Training-Within-Industry Division of W.M.C. has certified 2,472 women in New Jersey war plants as job instructors. (Camden Courier, Jan. 19, 1943.)

New York

To find 30,000 women needed for war jobs a general enrollment of women in Erie and Niagara counties will be conducted by W.M.C.

Wisconsin

Within the next 6 months, 37.000 workers will be needed for war industries in Milwaukee. A survey shows 30,000 women are available for training--housewives with children over 14 whose home duties are such that they could take a job. Opportunities for employment training must be increased. (M. Journal Jan. 17, 1943.)

TRAINING OF WOMEN

Engineering

60 young women are being enrolled in an 18-week intensive course in aircraft engineering to be conducted by the Yale Engineering School and Science Management and War Training Committee at Vought-Sikorsky Aircraft in Stratford, Conn. The women are college graduates, preferably with training in mathematics or science. (Conn. Industry, Jan. 1943)

U. S. Department of Labor
WOMEN'S BUREAU
Washington

January 25, 1943

From-Miss Benham

January 43- No. 4

WOMEN'S EMPLOYMENT- NOTES FOR USE OF STAFF

Reports on: Recent Pamphlets and Articles of Interest
Women on War Jobs
Women Replacing Men
Standards for Women's Work
Demand for and Supply of Women
Training of Women
Employment of Negro Women
Other Subjects of Interest

RECENT PAMPHLETS AND ARTICLES OF INTEREST

In the Women's Bureau

The Independent Woman, January 1943, contains:
Machine Made Careers (office machines)
Canadian Women at War
Matter of Fact--Freeze and thaw for salaries and wages (brief explanation)

Wartime Transference of Labour in Great Britain
Int. Labour Office, 1942.

In the Labor Library

Woman Power in the Plastics Industry - Modern Plastics, January 1943, p. 61.
Includes training, working conditions, jobs.

Women can Drive Trucks and Taxis - Safety, January 1943, p. 15.

Womanpower to Supplement Manpower - The Mgrs. Assn. of Conn. Inc, June 1942.
Discusses Types of Work for Women, Supervision, Recruiting and Training, Hours, Wages, Fatigue and Absenteeism.

American Management Assn., Office Management Series.
No. 97. Wartime Office Personnel Problems
98. War Adjustments in the Office
99. Trends in Office Organization and Personnel Policies.

WOMEN ON WAR JOBS

Printing

The Printing Pressmen's and Assistants Union not only authorizes but furnishes women press feeders for the plant that prints this (Manufacturers Record) and many other magazines. (Manufacturers Record, Jan. 1943, p. 44)

Job Tester

When the question comes up at the research laboratory of California Standard Oil of a woman taking up a particular routine activity, a woman, Mary Spillman, tries the job. At the end of a week she makes recommendations. She has investigated 12 different jobs and has discovered that women with no technical background can handle practically all of them. In some cases, she recommends that certain technical or heavy lifting portions of the work be left to men. (San Francisco Chronicle, Jan. 10 1943.)

WOMEN REPLACING MEN

Railroads

Women, as well as doing office work, are now reported in the following railroad jobs: Ticket sellers, steam-hammer operators, engine wipers, yard laborers, car distributors, crossing flagmen, signal tower operators, block and draw bridge operators. There are women railroad presidents, as well as railroad corporation secretaries. On one of the largest systems, women hold such important positions as purchasing agent, superintendent of dining car service and travel bureau manager. On another large line a woman is engineer of service, studying ways of increasing comfort of passenger travel. The Long Island Railroad now has 200 women in its Jamaica yard. (Phila. Inquirer, Jan. 10 1943.)

Ordnance

Ordnance

The Washington Navy Yard has about 1,400 women doing ordnance work. About 1,800 have been hired during the year and many have left because of inability to arrange proper c are for children. (Wash. Post, Jan. 10, 1943.)

Plywood

Before the war there were probably less than 100 women production workers on plywood. Now they are 25 to 30 percent of personnel, could be up to 70 percent if necessary. Production has increased from 2,000,000 square feet in April to 10,000,000 a month now. (Business Week, Jan. 2, 1943, p. 49)

Ship Architect

The first woman at Penn State College to complete a special course in ship construction and hill drafting is Virginia F. Reilly. (Phila. Bulletin, Jan. 13, 1943)

Toll Collectors

Jobs as toll collectors for 2 bridges in Maryland are now open to women. If enough satisfactory applicants are received all men will be replaced. (Balt. Even. Sun, Jan. 15, 1943.)

Florida - Fruit Packing

Women are beginning to take men's jobs in citrus fruit packing, crating, making boxes, moving fruit on hand-cars. In one Tampa plant 35 percent of men have been replaced by women. (Tampa Tribune, Jan. 8, 1943.)

Massachusetts - Radio

A Boston radio station's studio is entirely operated by women even having a woman technicia. (B. Globe, Jan. 10, 1943.)

Telegraph

About 70 percent of all employees of Western Union in the Boston area, about half of the messengers are women. (B. Globe, Jan. 10, 1943.)

New Hampshire - Ice

A girl is working with an ice cutting crew at Ameos keag. She breaks up the ice cakes and "is doing an excellent job." (Manchester Union, Dec. 29, 1942.)

New York - Steel Foundry

The Pratt & Letchworth Co., Buffalo, has employed about 30 women for men's jobs. They are machine operators, coremakers and inspectors, crane and industrial lift-truck operators. (B. News, Jan. 4, 1943.)

Pennsylvania - Automotive

Thirteen women work in service and parts department of Chrysler, Pittsburgh, Co. doing general assembly and disassembly work. More will be employed. (.N.Y.Journal of Commerce, Jan. 13, 1943.)

150 women are working in machine shop of Textile Machine works, Reading, and more will be added. (H. Eagle, Jan. 10, 1943.)

WOMEN REPLACING MEN (Continued)

Virginia - Police women

Twenty-six women have recently joined the State police force. At present they are examining for driving permits. However, they have the same powers as other members of the force, and nothing in their contract limits the work to which they may be assigned. (Wash. Times-Herald, Jan. 16, 1943.)

STANDARDS FOR WOMEN'S WORK

Lunch Time

War Department employees in offices that work around the clock in 3 48-hour shifts will be told to eat a sandwich while they work in order to qualify for 8 hours overtime pay a week. (Federal Diary, Wash. Post, Jan. 18, 1943.)

California - Hours

An amendment has been proposed to the labor code permitting a maximum work week for women of 60 hours, and allowing their employment between 10 p.m. and 8 a.m. The bill would be operative for the duration. (Los Angeles Examiner, Jan. 12, 1943.)

New Jersey - Night Work

State Labor Department inspectors have approved 205 war plants for the employment of women between midnight and 7 a.m., formerly prohibited in New Jersey. About 250,000 women are working in the State, about 180,000 in war industries. (N.Y. Wall Street Journal, Jan. 12, 1943.)

DEMAND FOR AND SUPPLY OF WOMEN

California

A recent survey in San Diego that included distribution of 50,000 questionnaires, showed about 9,300 women with no child-care problems, available for jobs. 4,502 otherwise available had small children. (Los Angeles Times, Jan. 7, 1943.)

Colorado

The American Women's Voluntary Service in cooperation with the U. S. Employment Service are staging a preliminary registration of women in Pueblo who are or can be trained for war work. Women are to apply at AWVA offices. (P. Star-Journal & Chieftan, Jan. 3, 1943.)

Michigan

More than 6,000 women work in war plants in Grand Rapids.

New Jersey

Estimated demand for women in next six months as follows: Essex County, 34,000; Paterson area, 23,000; Jersey City, 10,000; Union County, 14,000; Middlesex County, 10,000. (Service Digest U.S.Emp. Service, N.J., Dec. 1942.)

Virginia

The Hampton Roads Manpower Committee hopes to enlist 15,000 women who could take war jobs in the area. (Norfolk Virginian-Pilot, Jan. 7, 1943.)

TRAINING OF WOMEN

The following plants are training women for new jobs, or planning to do so: Holdfast Rubber Co., Atlanta, product shells; Kuhlman Harmon Machine Shop, Kansas City, Mo., Doblenberger Machine Co., Phila., and Precision Instrument Co., Dallas, for assembly to replace men; Astatic Corp., Youngstown; Patterson Fdry & Mch. Co., East Liverpool, will continue to employ women after war; Hunter Pressed Steel Co., Lansdale, Pa., inspection requiring knowledge of calculus; Lawrenceville Screw Co., Pittsburgh, for screw machine operation. The Astatic Corp. obtained temporary permission to allow women only 30 minutes for lunch so they might leave the plant in time to catch the last bus. (App. Training Wkly. Summary, Jan. 12, 1943, Confidential.)

EMPLOYMENT OF NEGRO WOMEN

Aircraft

Picture of two women at Bell Aircraft, Buffalo, N.Y., one operates a Milwaukee milling machine and measures tolerances in 10s of 1,000 of an inch. The other woman works on moving assembly line. (Opportunity, Jan. 1943.(

OTHER SUBJECTS OF INTEREST

The first woman bus driver hired by Oriole Motor Coach Co., Pittsburgh, lost her job because women passengers didn't have enough confidence in her driving. Management said she was an excellent driver and when women drivers become absolutely necessary she will be recalled. (Wash. Star, Jan. 11, 1943.)

The Institute of Labor Studies Announces

forthcoming publication of

WAR LABOR POLICIES

THE YEARBOOK OF AMERICAN LABOR

VOLUME I

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CONTENTS

1. Introduction

PART I—Status of Labor

2. Review of Basic American Labor Conditions, by H. M. Douty
3. Labor Legislation in 1943, by David Ziskind
4. Development in Union Agreements, by Constance Williams
5. Labor's No-Strike Pledge—A Statistical View, by George W. Taylor

PART II—Labor and the Government

6. Union Security and the National War Labor Board, by Frank P. Graham
7. Wage Stabilization, by Carroll R. Daugherty and Milton Derber
8. Collective Bargaining and the National Labor Relations Board, by Emily C. Brown
9. Minimum Wage Standards, by Harry Weiss
10. Price and Rationing, by Robert R. R. Brooks
11. Manpower, by William Haber
12. Labor-Management Production Committees, by W. Ellison Chalmers
13. New Problems in Social Security, by Everett D. Hawkins

PART III—Case Studies of Organized Labor

14. Aircraft—A Mass Production Industry, by Richard Feise
15. Coal—First Major Test of the Little Steel Formula, by Colston E. Warne
16. The Maritime Industry, by Marshall E. Dimock and Arthur Wubnig
17. Railways—The Question of Labor's Share, by Malcolm Keir
18. Steel Unionism in Wartime, by Lois MacDonald
19. Labor in the Shipbuilding Industry, by Paul R. Porter

CONTENTS—*Continued*

PART IV—Special Problems of Labor

20. Minority Labor Groups, by Charles S. Johnson and Davis McEntire
21. Agricultural Manpower, by Carey McWilliams and Herbert Klein
22. Woman's Status in Industry in World War II, by Mary Anderson
23. Child Labor in Wartime, by Beatrice McConnell
24. Government Employees, by Vera Shlakman

PART V—Wartime Union Policies

25. Labor Looks at Wartime Wage Problems, by Boris Shishkin and Russ Nixon
26. Labor Looks at National Income Distribution, by Broadus Mitchell
27. Labor Looks at the Manpower Problem, by J. Raymond Walsh
28. Labor Looks at the Production Effort, by James H. Wishart
29. Labor Looks at Employer Groups, by Robert Lamb

PART VI—International Relations of American Labor

30. The International Labor Organization, by Amy Hewes
31. International Relations of American Trade Unions, by Mildred Fairchild

PART VII—Conclusion

32. Labor Trends, by Dorothy W. Douglas

APPENDICES

Appendix A. The Year in Labor—Topical Record, 1943-44, by Katharine Du Pre Lumpkin

Appendix B. Roster of American Trade Unions

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EVERETT D. HAWKINS, Associate Professor of Economics, Mount Holyoke College, on leave, 1942—; Field Representative, OWI, Chungking, China. Author: *Dismissal Compensation.*

AMY HEWES, Professor of Economics, Emeritus, Mount Holyoke College. Formerly, Executive Secretary, Massachusetts Minimum Wage Commission.

RICHARD FEISE, Economist, National War Labor Board.

FRANK P. GRAHAM, President, University of North Carolina. Public Member, National War Labor Board.

(*Continued on other side*)

ABOUT THE AUTHORS—*Continued*

CHARLES S. JOHNSON, Professor of Sociology, Fisk University; Co-Director, Race Relations Program, Julius Rosenwald Fund. Author: *The Economic Status of Negroes; Patterns of Negro Segregation; To Stem This Tide.*

MALCOLM KEIR, Professor of Economics, Dartmouth College. Twice Public Member Textile Industry Commission, FLS. Economic Counsel to Government bodies. Author: books and articles on economic subjects.

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DAVIS ZISKIND, Director of Labor Requirements Division, WPB. Formerly, Solicitor's Office, U. S. Department of Labor. Author: *One Thousand Strikes of Government Employees.*

WAR LABOR POLICIES

AMERICA has long lacked an authoritative reference volume on American labor developments. The emergence of war labor controls and the heated controversies which these have provoked make doubly necessary a reliable summary of the significant labor trends. In presenting the first volume of the YEARBOOK OF AMERICAN LABOR the editors have, therefore, centered their attention upon war labor policies, which has been made the title of the book.

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U. S. Department of Labor
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RECENT MATERIAL ON WOMEN IN WAR INDUSTRIES

GENERAL INFORMATION ON WOMEN IN WAR WORK

1. Banning, Margaret Culkin. Women for Defense. New York, Duell, Sloan and Pearce. 1942. 243 pp. $2.50.

2. Committee Investigating National Defense Migration. U.S. House of Representatives. Hearings, Part 27, Feb. 3, 4, 11, 1942. (Includes testimony on women in war industries by Mary Anderson and Donald Davenport of the U. S. Department of Labor, and by Thelma McKelvey, of the Labor Division, War Production Board.)

3. Davis, Shelby Cullom. Your Career in Defense. New York, Harper & Brothers, Publishers, 1942. 311 pp. (includes information directed toward women, especially in Chapters on "The Fair Sex," "Ordnance Arsenals," "Our Explosives Plants," "Our Government.")

4. Gove, Gladys E. "Looking for a War Job?" Independent Woman, Vol. 21, No. 4, pp. 118-19. April, 1942.

5. Greenbie, Marjorie Barstow. "Women Work for Victory." Independent Woman, Vol. 21, No. 1. January, 1942.

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7. Lee, Kendrick. "Women in War Work." Editorial Research Report. January 26, 1942. 78 pp. (Women in World Wars I and II in the United States, Great Britain and Germany.)

8. McKelvey, Thelma. "Women Are Necessary to War Industry." Domestic Commerce, Vol. 29, No. 14, pp. 3-7. April 2, 1942

9. New York State Department of Labor. "Multiple Shifts in State Factories: Shift Operations for Women." The Industrial Bulletin. January, 1942.

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16. United States. House. Committee on Military Affairs. Women's Auxiliary Army Corps: Hearings, January 20-21, 1942, on H.R. 6293, A Bill to Establish a Women's Army Auxiliary Corps for Service with the Army of the United States. Washington, 1942. 56 pp.

17. U.S. Office of Education. Women of the United States and the War. By Marguerite Zapoleon. April, 1942. Mimeographed.

18. University of Chicago Round Table. Women, Work, and the War. No. 210. Chicago, March 22, 1942. 29 pp.

INDUSTRIAL MOBILIZATION AND REDISTRIBUTION AND THE WOMAN LABOR SUPPLY

19. Case, Victoria. "Oregon Checks Womanpower." Independent Woman, Vol. 21, No. 3. March, 1942.

20. Fortune. "Arms and the Manpower: Mobilization of the Total Labor Force: the Nation's Ultimate Resource and the One for Which There is no Substitute is Washington's Next Great Task." April, 1942.

21. National Industrial Conference Board. "Women as War Labor Reserves." The Economic Record. February, 1942. (Discusses trends in woman employment, numbers in war industries in World War I, and numbers now available.)

22. Office of Facts and Figures. Report to the Nation: The American Preparation for War. Washington, D.C., January 14, 1942. (Report on Progress of the Defense Program through December 31, 1941, including a paragraph on "Women at the Beaches," with estimate of 500,000 employed in war work).

23. Vocational Trends. "America's Shift to War Production." March, 1942. (Gives number of factories and of workers in 20 major industries affected by conversion; nothing specifically about women.)

24. Work Projects Administration. Potential Labor Supply in March, 1942. Special Memorandum No. 10. April 1942. (Estimates include data on woman labor supply.)

OCCUPATIONS AND INDUSTRIES

25. American Machinist. "AircraftBomb Fuses." December 24, 1941, pp. 1323-33. (Includes description and photographs of jobs performed by women.)

26. American Aviation. "Companies Report Success in New Policy of Employing Larger Numbers of Women." Vol. 5, No. 9, p. 15. October 1, 1941.

27. _____. "Lines Hire Women at Record Rate as New Personnel "Problems Arise." Vol. 5, No. 17, p. 33. February, 1942.

28. _____. "Thousands of Women to Ease Threatened Labor Shortages: 20,000 'Girls' Already Working; Many More Soon." Vol. 5, NO. 22, pp. 3, 13, 18. (Proportions of women in various aircraft plants and jobs.)

28.a. Aviation. "Women in Slacks Speed War Production". No. 6, Vol. 41, p. 74. June 1942.

29. California. Department of Employment. The Employment of Women in the National Defense Program. November, 1941. 59pp. Mimeographed. (Lists defense occupations suitable for women with particular reference to California.)

30. Eaves, Elsie. "Wanted: Women Engineers." Independent Woman, Vol. 21, No. 5. May, 1942.

31. Factory Management. "What Women Are Doing In Industry." March, 1942. (Discusses factors involved in bringing women into industry; women's jobs at Westinghouse and Vultee; safety clothing for women.)

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33. National Petroleum News. "Sunoco Trains Fair Sex to Fill War's Vacancies at Stations." Vol. 34, No. 6, pp. 25-32. February 11, 1942. (Description of requirements, work, and training program.)

34. New York State Employment Review. "Employment Opportunities for Women in Industries Related to Defense." Vol. 4, No. 2, pp. 97-110. February, 1942. (Includes details for New York State on placements, and jobs for women in various industries.)

35. The Women's Press. "War-Time Jobs for the Business Woman." By Florence Henley Schneider. Vol. 36, No. 3, pp. 131-2. March, 1942.

36. U. S. Employment Service. Occupations Suitable for Women. February, 1942.

37. Vocational Trends. "Women in the War: Women Who Can Nurse, Type, Knit, and Handle Factory Machines are Vital to the Success of the War Effort." Vol. 5, No. 2. February, 1942.

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39. U. S. Office of Education. "Enrollment of Women Encouraged by ESMDT." Education for Victory, Vol. 1, No. 2, pp. 8-9. March 16, 1942.

40. _____. Job Training for Victory. A Condensed Guide to Programs Authorized by Congress to Train Persons for Work in Defense Industries, Governmental Agencies, and the Armed Services. New Revised Edition. February 1942.

41. _____. Training Women Defense Workers. By Louise Moore. Washington, D.C., January 9, 1942. 9 pp. Mimeog. Misc. 3489.

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WAGES, HOURS, AND WORKING CONDITIONS

44. Factory Management and Maintenance. Women in Industry, p. 61, March 1942.

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48. Barnard, Eunice Fuller, "Definitely Woman's Work." Independent Woman, Vol. 21, No. 4. pp. 106-8. April, 1942. (Nursery school needs and work.)

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See p. 26

REFERENCE LIST

OF

NATIONAL DEFENSE PUBLICATIONS

WOMEN'S BUREAU
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DEPARTMENT OF LABOR

A selection of pertinent bulletins
and articles prepared by
Federal agencies actively
engaged in the
National Defense Program

Revised to
October 1, 1941

Compiled by
United States Information Service
OFFICE OF GOVERNMENT REPORTS
EXECUTIVE OFFICE OF THE PRESIDENT
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Washington, D. C.

CONTENTS

	Page
EXECUTIVE OFFICE OF THE PRESIDENT	2
National Resources Planning Board	2
Office for Emergency Management	4
Office of Government Reports	2
DEPARTMENT OF AGRICULTURE	20
Farm Security Administration	22
Forest Service	22
Rural Electrification Administration	22
DEPARTMENT OF COMMERCE	23
Civil Aeronautics Administration	24
DEPARTMENT OF JUSTICE	18
DEPARTMENT OF LABOR	24
Women's Bureau	26
DEPARTMENT OF THE NAVY	19
DEPARTMENT OF STATE	12
DEPARTMENT OF THE TREASURY	13
United States Coast Guard	14
FEDERAL COMMUNICATIONS COMMISSION	31
FEDERAL LOAN AGENCY	31
Federal Housing Administration	31
Reconstruction Finance Corporation	31
FEDERAL POWER COMMISSION	31
FEDERAL RESERVE SYSTEM	32
FEDERAL SECURITY AGENCY	28
Civilian Conservation Corps	28
Social Security Board	30
United States Office of Education	28
United States Public Health Service	29
FEDERAL TRADE COMMISSION	32
FEDERAL WORKS AGENCY	30
Work Projects Administration	30

C O N T E N T S

	Page
LIBRARY OF CONGRESS	1
THE NATIONAL ARCHIVES	33
NATIONAL RESEARCH COUNCIL	35
PAN AMERICAN UNION	35
RED CROSS, AMERICAN NATIONAL	35
SELECTIVE SERVICE SYSTEM	17
UNITED STATES CIVIL SERVICE COMMISSION	33
UNITED STATES GOVERNMENT PRINTING OFFICE	1
UNITED STATES MARITIME COMMISSION	33
UNITED STATES TARIFF COMMISSION	34
WAR DEPARTMENT	15

-----oOo-----

To allow opportunity for an over-all view of the offices and functions relating to the National Defense, information on the development of this phase of Federal activity is concentrated under the heading "National Defense Program," in the UNITED STATES GOVERNMENT MANUAL.

For further information concerning the MANUAL, see page 3 of this Reference List.

C O N T E N T S

	Page
LIBRARY OF CONGRESS	1
THE NATIONAL ARCHIVES	33
NATIONAL RESEARCH COUNCIL	35
PAN AMERICAN UNION	35
RED CROSS, AMERICAN NATIONAL	35
SELECTIVE SERVICE SYSTEM	17
UNITED STATES CIVIL SERVICE COMMISSION	33
UNITED STATES GOVERNMENT PRINTING OFFICE	1
UNITED STATES MARITIME COMMISSION	33
UNITED STATES TARIFF COMMISSION	34
WAR DEPARTMENT	15

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A SELECTION OF NATIONAL DEFENSE PUBLICATIONS OF FEDERAL DEPARTMENTS AND AGENCIES

When prices are stated, publications listed are for sale by the Superintendent of Documents, U. S. Government Printing Office, Washington, D. C., unless otherwise indicated. If no price is given the publication is furnished free by the issuing agency.

UNITED STATES GOVERNMENT PRINTING OFFICE

LAWS RELATING TO NATIONAL DEFENSE ENACTED DURING SEVENTY-SIXTH CONGRESS
Compiled by Elmer A. Lewis, Superintendent of Document Room, House of Representatives. 1941. 231 p. 20¢. Available from the Superintendent of Documents, Government Printing Office.
(See also Compilation of National Defense Laws, Department of the Treasury.)

ARMY AND MILITIA (AVIATION AND PENSIONS included)
List of publications relating to these subjects for sale by the Superintendent of Documents, Government Printing Office. 32d edition. 1941. 76 p. Free.

NAVY
List of publications relating to above subject for sale by the Superintendent of Documents, Government Printing Office. 23d edition. 1939. 16p. Free.

LIBRARY OF CONGRESS

CIVILIAN DEFENSE
A selected list of recent references. Division of Bibliography. June 12, 1941. 43 p. Mimeographed. Free.

NATIONAL DEFENSE
A list of bibliographies on questions relating to national defense. Division of Bibliography. June 24, 1941. 21 p. Mimeographed. Free.

STRIKES IN DEFENSE INDUSTRIES
Statement showing certain basic data for formulation of a policy toward strikes in defense industries in the United States, with facts as to extent, duration, and severity of defense strikes and causes therefor; together with a summary of the State and Federal law and jurisprudence which define the rights and status of labor insofar as they relate in any way to strike situations. (Senate Document No. 52, 77th Congress, 1st session.) Legislative Reference Division. May 8, 1941. 299 p. 25¢. Available from the Superintendent of Documents, Government Printing Office.

EXECUTIVE OFFICE OF THE PRESIDENT

OPERATIONS UNDER LEND-LEASE ACT - SECOND REPORT

Message from the President of the United States, Transmitting, Pursuant to Law, the Second Report Under the Act of March 11, 1941, Public Law 11, Seventy-seventh Congress, entitled "An Act Further to Promote the Defense of the United States, and for Other Purposes". (77th Congress, 1st session, Senate Document No. 112. September 15, 1941.) 1941. 32 p. 10¢. Available from the Superintendent of Documents, Government Printing Office.

General summary of Lend-Lease operations: Procurement procedures, allocations, obligations, expenditures, etc.; Distribution of Lend-Lease materials abroad; Scope of Lend-Lease aid rendered and the countries to which rendered. Appendices: I. Memorandum on Distribution of Lend-Lease Materials Abroad; II. Methods Evolved to Expedite Defense Aid.

NATIONAL RESOURCES PLANNING BOARD

AFTER DEFENSE — WHAT?

Post-defense planning for full employment, security, and upbuilding of America. (August 1941) 19 p. Free.

DEVELOPMENT OF RESOURCES AND STABILIZATION OF EMPLOYMENT IN THE UNITED STATES

Reviews the trend of employment and business activity in the United States with a view toward formulating policy for the future. Recommends a six-year program of public works construction. January 1941. 410 p. $1.20. Available from the Superintendent of Documents.

OFFICE OF GOVERNMENT REPORTS

DEFENSE EMPLOYMENT AND TRAINING FOR EMPLOYMENT

Outlines opportunities for both preparation and employment in occupations vital to national defense, with emphasis on civilian employment. January 1941. 23 p. Free.

United States Information Service

ADVISORY COMMISSIONS, COMMITTEES, BOARDS, AND COUNCILS UNDER THE NATIONAL DEFENSE PROGRAM

Listed according to the organizations to which they are attached, as well as alphabetically, August 15, 1941. 41 p. Free.

NATIONAL DEFENSE AND NEUTRALITY

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DECLARATIONS OF WAR BY BELLIGERENT COUNTRIES

Table showing declaration of war, recognition of a state of war, and their sources, in the European War beginning 1939. Reproduced from Department of State Bulletin, March 1, 1941. 3 p. Free.

UNITED STATES GOVERNMENT MANUAL

Reference book on organization and functions of the Federal departments and agencies. Contains special section relating to national defense and all agencies involved. 75¢ single copies, or $2.25 yearly subscription to Spring, Summer, and Fall issues. Available from the Superintendent of Documents, or from State offices of the Office of Government Reports.

DIGEST OF THE PURPOSES OF FEDERAL AGENCIES

Pocket size booklet summarizing the authority and functions of Federal departments and agencies and their subdivisions, including the national defense program. Revised annually. 1941. 50 p. Free.

CHART OF THE GOVERNMENT OF THE UNITED STATES

Shows principal Federal agencies and their subdivisions under that branch of the Government of which their functions are most representative. 1941. Free.

HOUSING PROGRAM OF THE UNITED STATES GOVERNMENT

Summary of Federal activities in the housing field, by agency, as of December 31, 1940. Third edition. Includes chronological history of defense housing operations as of May 17, 1941. 20 p. Free.

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Information Division - OEM

OFFICE FOR EMERGENCY MANAGEMENT - FUNCTIONS AND ADMINISTRATION
Lists boards, bureaus, offices, and divisions under Office for Emergency Management, together with their authority, functions and administrative personnel. April 1941. 55 p. Free.

DEFENSE
Weekly official bulletin of the Office for Emergency Management. Summarizes defense activities of the week; carries official announcements, orders, appointments, important speeches on defense, press conference excerpts; and outlines defense progress. About 24 p. 5¢ single copy; 75¢ a year. Available from Superintendent of Documents.

WEEKLY PICTURE SERVICE
Photos on defense program, available in mat form. Typical subjects: The Garand Rifle; Women in Defense; Housing for Defense; Emergency Housing; To House an Army; A Giant is Born (tanks); Torpedos; Big Guns. April 10-May 29, 1941, inclusive. 1 p. each. Free. (Discontinued.)

RAW MATERIALS AND JOHN SMITH, CITIZEN
Issued in conjunction with Weekly Picture Service. Articles on raw materials vital to defense program: Metals, minerals; natural products such as rubber and resins; and chemical substitutes such as plastics; explaining their sources, uses and supply on hand, etc. April 10-May 29, 1941, inclusive. 1 p. each. Free. (Discontinued.)

DEFENSE - ONE YEAR
Booklet summarizing defense progress at end of the first year. (May 1940 - May 1941). 30 p. Free.

OUR DEFENSE (1)
Series of single-page non-technical articles on the United States Army. Subjects: The Size of Our Defense Program; The Defense Advisory Commission; The Army of the United States; The Man Who Used to Fight on Foot; The Cavalry; Big Guns; The Coast Artillery; 50,000 Planes; Engineers and Signals; S.O.S. (service of supply). Prepared by National Defense Advisory Commission, for release August 5-7, 1940. 11 p. Free.

OUR DEFENSE (2)
Series of six single-page non-technical articles on the United States Navy. Topics: The United States Navy; A Ship is Built; From Navy Yards to the Fleet; When the Shooting Begins; The Battle; Behind the Lines. Prepared by National Defense Advisory Commission, for release September 9-11, 1940. 7 p. Free

BUILDING FOR DEFENSE

Series of one-page non-technical articles on defense production problems. Topics: The Problem; Machine Tools; Plants and Facilities; Building for the Navy; Building Mobile Land Forces; Aircraft; Coordination. Released September 3, 1940. Prepared by National Defense Advisory Commission. 8 p. Free.

PRIORITIES AND DEFENSE

Booklet explaining priorities system, reasons for it, and how it works; lists critical materials and articles. Priorities Division, Office of Production Management. April 1941. 69 p. Free.

PRIORITIES CRITICAL LIST

Press Release PM 716. Revised through July 7, 1941. Itemizes over 300 articles. July 14, 1941. Priorities Division, Office of Production Management. 8 p. Free. (Later lists available as published.)

SUMMARY OF DEFENSE CONTRACT AWARDS BY INDUSTRIAL AREAS

War and Navy awards only. July 1, 1940 to current month. Issued monthly. Bureau of Research and Statistics, Office of Production Management. 3 p. Free.

NATIONAL DEFENSE PROGRAM CONTRACT AWARD LISTING

Consolidation of "Listing of Major Defense Contracts by Federal Reserve Districts" and "National Defense Contracts and Expenditures", formerly issued by Office of Government Reports. Weekly listing, by States, of contracts awarded under the National Defense Program. Shows name and address of contractor, agency letting contract and date of announcement; item to be manufactured, or construction project and its location, and value of contract. Prepared by the Bureau of Research and Statistics, Office of Production Management. Free.

MONTHLY SUMMARY OF NATIONAL DEFENSE PROGRAM CONTRACTS AND EXPENDITURES

Monthly cumulative values by States for contract awards of agencies included in above weekly report. Prepared by Bureau of Research and Statistics, Office of Production Management. Free.

LIST OF OCCUPATIONS APPROVED BY THE OFFICE OF PRODUCTION MANAGEMENT FOR VOCATIONAL TRAINING COURSES FOR DEFENSE WORKERS

Alphabetical list of defense occupations, with definition of each; and list of occupations arranged alphabetically by selected defense industries. Federal Security Agency. 1941. 205 p. Free.

Office of Civilian Defense

CIVILIAN DEFENSE - PROTECTIVE CONSTRUCTION

Structures Series: Bulletin No. 1. Prepared by the War Department ... 1941. 36 p. (Attached plans.) 25¢. Available from the Superintendent of Documents.

Summary of information on protective construction for civilian population and for strategic centers against aerial attack.

CIVILIAN DEFENSE - SUGGESTIONS FOR STATE AND LOCAL FIRE DEFENSE

Fire Series: Bulletin No. 1. Prepared by the Advisory Committee on Fire Defense. 1941. 27 p. 10¢. Available from the Superintendent of Documents.

Summary of information on fire-fighting defenses and facilities; mutual aid pacts with adjoining communities; safety measures; and auxiliary forces.

EMERGENCY FIRE DEFENSE

Plan to provide adequate protection immediately. June 1941. 17 p. Mimeographed. Free.

LOCAL ORGANIZATION FOR CIVILIAN PROTECTION

A suggested civil defense ordinance and chart of organization made to fit the needs of the average city in the United States in the present emergency. This plan can be adapted to city, county, or other political subdivisions. July 17, 1941. 11 p. Free.

EMERGENCY MEDICAL SERVICE FOR CIVILIAN DEFENSE

Medical Division Bulletin No. 1. July 1, 1941. 9 p. Free. The first of a series of recommendations to State and Local Directors of Civilian Defense concerning the augmentation of medical facilities in their area. Presents a simple basic plan for the organization of Emergency Medical Field Units related to hospitals, which can be adapted to the needs of any community.

PROTECTION OF INDUSTRIAL PLANTS AND PUBLIC BUILDINGS

Leaflet issued to assist executives of public and private undertakings in the protection of personnel and physical plants under their jurisdiction. August 1941. 8 p. Free.

A CIVILIAN DEFENSE VOLUNTEER OFFICE

What It Is; How It Is Set Up; What It Does; How to Organize It. 1941. 35 p. Free.

ENROLLED VOLUNTEER WORKER GROUPS FOR CIVILIAN PROTECTION

Groups and services for which special training is necessary are described briefly; the general character of volunteer duties and volunteers required are suggested. August 1941. 11 p. Free.

CIVILIAN DEFENSE SCHOOLS
Prospectus of the courses conducted by the Chemical Warfare Service, War Department, to train instructors for civilian defense. Office of Civilian Defense. 1941. 13 p. 10¢. Available from the Superintendent of Documents.

NATIONAL DEFENSE ALUMINUM COLLECTION (July 21-29, 1941)
Information pamphlet for Committee Chairmen. Outline of national aluminum recovery campaign, explaining reason for and organization of campaign to collect in a nationwide house-to-house canvass all scrap aluminum that can be spared without replacement for use in defense. 1941. 6 p. Free.

-----DISPOSITION PAMPHLET FOR COMMITTEE CHAIRMEN
Leaflet explaining to chairmen of local, county, and State collection committees procedure for disposing of scrap aluminum collected for defense in a nationwide house-to-house canvass. (July 1941) 4 p. Free.

Defense Contract Service of Division of Production - OPM

DEFENSE CONTRACT SERVICE
Booklet on Defense Contract Service regional offices available to prime or subcontractors. Also explains how small shop owners can pool resources to get defense work. 1941. 9 p. Free.

SUBCONTRACTING FOR DEFENSE - 10 MANUFACTURERS TELL HOW IT'S DONE
Reports of ten representative large manufacturers on their experience with farming out defense work to speed up defense production. 1941. 14 p. Free.

Labor Division - Office of Production Management

LABOR SPEEDS DEFENSE
Report of progress in all phases of labor and defense: Employment, training, housing for workers, contracts for defense work, etc. 1941. 40 p. Free.

DEFENSE EMPLOYERS - HOW YOU CAN GET WORKERS FOR YOUR PLANTS
Leaflet explaining how to make use of the United States Employment Service, the Training Within Industry Branch of the Labor Division of Office of Production Management, and the U. S. Office of Education in obtaining employees. 1941. 3 p. Free.

TRAINING WITHIN INDUSTRY BULLETINS

Issued by the Training Within Industry Branch, Labor Division--Office of Production Management. 1941. Free.

Bulletin No. 1 - The Training Within Industry Program.
Bulletin No. 1A - Organization and Personnel.
Bulletin No. 2 - Upgrading.
Bulletin No. 2A - Training Production Workers.
Bulletin No. 2B - How to Prepare Instructors to Give Intensive Job Instruction.
Bulletin No. 2C - Helping the Experienced Worker to "Break In" a Man on a New Job.
Bulletin No. 3 - Expediting the Training of Skilled Tradesmen.
Bulletin No. 4 - Strengthening the Managerial Organization.
Bulletin No. 5 - Training Aids.

Later bulletins will be available as issued.

EXAMPLES OF SUCCESSFUL TRAINING WITHIN DEFENSE INDUSTRY

Issued by the Training Within Industry Branch, Labor Division--Office of Production Management. 1941. Free.

Example No. 1 - Precision Lens Grinding.
Example No. 2 - How Idle Machinery is Being Used for Training.
Example No. 3 - Upgrading in a Rapidly Expanding Plant.

Later examples will be available as issued.

FARMING OUT BULLETINS

Bulletin No. 1 - Farming Out Practices at Home and Abroad. 1940. 5 p. Mimeographed. Free.
Overall picture of defense needs in the light of foreign experience.

Bulletin No. 2 - Special Areas Bulletin. 1940. 2 p. Mimeographed. Free.
Results of special study showing defense facilities available in "ghost town" areas.

Bulletin No. 3 - Prime Contractors. A list of contractors who received prime contracts of $100,000 and over: July 1-December 31, 1940. 14 p. Mimeographed. Free.

Bulletin No. 4 - The Problems and Organization of Farming Out. February 1, 1941. 29 p. Free.
Stresses desirability of pooling local capacities.

Bulletin No. 5 - Farming Out Methods. March 25, 1941. 69 p. Free.
Information on successful farming out techniques used by private companies, and pooling of resources by local, regional, and labor-management groups.

Division of Defense Housing Coordination

HOMES FOR DEFENSE

A Statement of Function. Explains the authority, functions, and procedures of the Division of Defense Housing Coordination, Office for Emergency Management, in analyzing, coordinating, and supervising the defense housing program; also the functions of other Government housing agencies which cooperate with the Division. 1941. 35 p. Free.

SUMMARY OF STANDARDS FOR DEFENSE HOUSING

Outlines minimum planning and construction requirements for defense housing. January 1941. 15 p. Free.

COORDINATION OF LOCAL MANAGEMENT PROGRAMS FOR GOVERNMENT DEFENSE HOUSING PROJECTS

A manual of management policy to aid in solving management problems of Federal and local agencies in the execution of the defense housing program. May 1941. 12 p. Free.

DEFENSE HOUSING COORDINATOR'S WEEKLY SUMMARY REPORT

Weekly summary report on defense housing. Tables showing progress in defense housing projects by type of project, construction agency, and source of funds. 3 p. Free.

MANUAL OF OPERATIONS

Functions and policy of the Division of Defense Housing coordination, Office for Emergency Management; procedures and organization of the Division. May 1941. 61 p. Free.

GUIDE TO THE ORGANIZATION AND OPERATION OF HOMES REGISTRATION OFFICES

A broad guide for organization and operation of Homes Registration Offices. Revised, March 15, 1941. 44 p. Free.

Consumer Division - OPACS

CONSUMER PRICES

Semi-monthly Bulletin, Consumer Division, Office of Price Administration and Civilian Supply. About 15 p. Free. Contains information on supplies and prices of food, clothing, shelter, home furnishings, and other articles of consumer expenditure, for consumer education.

CONSUMER-BUYER PROBLEMS

Consumer Bulletin No. 1. Report of discussion group at the Conference of National Civic Organizations, August 1-2, 1940. Topics: Informed buying, substitutes, labeling, standards, and price increases, as they affect consumer well-being in the defense program. 8 p. Mimeographed. Free.

SUGGESTED PROGRAM FOR STATE DEFENSE COUNCIL ACTION TO DEAL WITH POSSIBLE PRICE RISES OF ESSENTIAL CONSUMER COMMODITIES

Consumer Bulletin No. 2. Price problems, State and local facilities, planning State or local programs. October 14, 1940. 4 p. Mimeographed. Free.

DIRECTORY OF CONSUMER SERVICES AND AGENCIES

Consumer Bulletin No. 3. List of municipal, State, and Federal agencies rendering consumer services. November 1940. 29 p. Mimeographed. Free.

STRENGTHENING THE MACHINERY FOR CONSUMER PROTECTION

Consumer Bulletin No. 4. Suggestions for using Director of Governmental Consumer Services and Agencies in a consumer protection program. January 29, 1941. 10 p. Mimeographed. Free.

LOCAL MARKET NEWS BROADCASTS FOR CONSUMERS

Consumer Bulletin No. 6. Outlines methods for setting up a consumer market news broadcast service, and describes existing services of this kind. November 20, 1940. 7 p. Free.

REPRESENTATION OF CONSUMER INTERESTS ON A STATE DEFENSE COUNCIL

Consumer Bulletin No. 7. Describes responsibilities and problems of consumer representatives on State and local defense councils, with description of New Jersey State set-up. December 20, 1940. 14 p. Mimeographed. Free.

MAINTENANCE OF FAIR RENTS DURING THE EMERGENCY

Consumer Bulletin No. 8. Outlines principles which should underlie fair-rent legislation, past experience along these lines, and administration of such a program. January 7, 1941. 12 p. Mimeographed. Free.

CHECK YOUR WEIGHTS AND MEASURES

Consumer Bulletin No. 9. Suggestions on how to check hidden price increases resulting from short weights and measures; expanding local enforcement machinery; summary of a model State law on weights and measures. February 17, 1941. 17 p. Free.

SUGGESTED EMERGENCY FAIR RENT LEGISLATION

Consumer Bulletin No. 10. A report containing a suggested bill for equitable rent regulation during the emergency, prepared by the Consumer and Price Stabilization Division of the National Defense Advisory Commission. March 15, 1941. 21 p. Free.

CONSUMER KNOWLEDGE BUILDS DEFENSE

Consumer Bulletin No. 11. Selected bibliography of available pamphlet materials, prepared to guide groups and individuals to information which can provide a foundation for effective action on problems of concern to consumers. April 1941. 61 p. Mimeographed. Free.

HANDBOOK FOR CONSUMER REPRESENTATIVES
Consumer Bulletin No. 12. Handbook prepared for the guidance of consumer representatives on State and local defense councils, and of all cooperating groups participating in consumer activities for total defense. Explains the responsibilities of a consumer representative, methods for organizing consumer divisions of State and local defense councils, field services available, and suggested consumer-protection programs such as organization of a fair-rent committee. Consumer Division, Office of Price Administration and Civilian Supply. June 1941. 27 p. Free.

THE WARTIME PRICES AND TRADE BOARD
Consumer Bulletin No. 13. A study of consumer protection, under war conditions, in Canada. June 1941. 25 p. Free.

Bureau of Research and Statistics

DEFENSE STATISTICAL PROGRESS REPORT
Brief "box score" of the basic statistics of the defense program: Defense contracts, armed forces, defense progress in terms of dollars, defense housing, and defense employment. About 2 p. Free.

Office of the Coordinator of Inter-American Affairs

OFFICE OF THE COORDINATOR OF INTER-AMERICAN AFFAIRS
A description of the authority and duties of the Office. August 29, 1941. 34 p. Free.

Defense Communications Board

DEFENSE COMMUNICATIONS BOARD
A description of the authority and duties of the Board. Revision No. 6. July 15, 1941. 34 p. Free.

Office of the Administrator of Export Control

COMPREHENSIVE EXPORT CONTROL SCHEDULE
Issued as of first of each month. Interim schedules incorporated in succeeding monthly Comprehensive Schedules. Four sections: 1. All commodities subject to export control; 2. Pertinent information relating to reference numbers found in column "Reference No."; 3. General information regarding export control; 4. Information relative to exportation of technical data. About 50 p. Free.

THE PROCLAIMED LIST OF BLOCKED NATIONALS
Promulgated pursuant to the President's Proclamation of July 17, 1941, in regard to the so-called "Blacklist." Free.
SUPPLEMENT No. 2. September 25, 1941: Administrative Order. Gives Additions, Deletions, and Amendments. 18 p. Free.

DEPARTMENT OF STATE

INTERNATIONAL TRAFFIC IN ARMS

Pamphlet containing laws and regulations administered by the Secretary of State, governing the international traffic in arms, ammunition, and implements of war, and other munitions of war. Seventh edition. 1939. 37 p. 10¢. Available from Superintendent of Documents, Government Printing Office.

AGENTS OF FOREIGN PRINCIPALS AND OF FOREIGN GOVERNMENTS

Laws and regulations administered by the Secretary of State, governing the registration of agents of foreign principals and the notification of agents of foreign governments. September 15, 1939. 16 p. 5¢. Available from the Superintendent of Documents.

ARMS EXPORT LICENSES ISSUED

Press Release: Listing, according to category, arms and munitions exported; country to which sent; value of exports, etc. Monthly.

The Department of State does not maintain a general mailing list, but a copy of the release for a particular month may be obtained free upon request.

TABULATION OF CONTRIBUTIONS COLLECTED AND DISBURSED DURING THE PERIOD SEPTEMBER 6, 1939, THROUGH April 1941

As shown in the reports submitted by persons and organizations registered with the Secretary of State for the solicitation and collection of contributions to be used for relief in belligerent countries....Issued monthly. Free.

Press Release of June 3, 1941 includes figures for all contributors, except the American Red Cross. Shows name of organization, date of registration, destination of contributions, funds received, funds spent for relief in countries named, etc.; and funds spent for administration, publicity, etc. 53 p. Free.

DEPARTMENT OF STATE BULLETIN

Contains the texts of daily mimeographed releases issued to the press by the Department, texts of White House releases bearing upon foreign policy, and other data on the international relations of the United States. Available from the Superintendent of Documents. Monthly. 10¢ per copy, or $2.75 annual subscription.

ACHIEVEMENTS OF THE SECOND MEETING OF FOREIGN MINISTERS OF THE AMERICAN REPUBLICS

Statement of the Hon. Cordell Hull, at the close of the meeting, Habana, July 30, 1940. Conference Series 47. 8 p. 5¢. Available from the Superintendent of Documents.

OUR FOREIGN POLICY AND NATIONAL DEFENSE

Address by Sumner Welles before the Foreign Affairs Council, September 28, 1940. Publication 1511. 17 p. 5¢. Available from the Superintendent of Documents.

REPORT OF THE DELEGATE OF THE UNITED STATES OF AMERICA TO THE MEETING OF THE FOREIGN MINISTERS OF THE AMERICAN REPUBLICS, held at Panama, September 23-October 3, 1939

Includes resolutions of the Conference; Declaration of Panama; Joint Declaration of Continental Solidarity, etc. Conference Series 44. 81 p. 15¢. Available from the Superintendent of Documents.

SECOND MEETING OF THE MINISTERS OF FOREIGN AFFAIRS OF THE AMERICAN REPUBLICS, Habana, July 21-30, 1940. Report of the Secretary of State.

Contains Act of Habana; Convention on the Provisional Administration of European Colonies and Possessions in the Americas, etc. Conference Series 48. 108 p. 15¢. Available from the Superintendent of Documents.

EXECUTIVE AGREEMENT SERIES

This series comprises the official texts of promulgated international agreements, other than treaties, to which the United States is a party, such as are entered into by an exchange of notes, or such as the President is empowered to ratify or proclaim without the advice and consent of the Senate.

Includes pamphlets containing the texts of agreements with other American Republics on military and naval missions, the agreement with the Minister of Denmark on the defense of Greenland, etc. These pamphlets are described in "Publications of the Department of State. A List Cumulative from October 1, 1929 to July 1, 1941," and "Foreign Relations of the United States. List of publications on this subject for sale by Superintendent of Documents." The latter list is available from the Superintendent of Documents. Free.

DEPARTMENT OF THE TREASURY

COMPILATION OF NATIONAL DEFENSE LAWS

Lists all defense bills of major importance passed during the period May 1940-October 17, 1940; includes a few bills of major importance previous to May 1940. 39 p. Free.

COMPILATION OF NATIONAL DEFENSE LAWS

Lists all defense bills and laws of the 77th Congress, 1st session, January to March 1941. Office of the Chief Clerk. 78 p. Free.

(See also Laws Relating to National Defense Enacted During Seventy-sixth Congress: United States Government Printing Office, p. 1.)

LISTS OF PURCHASING OFFICIALS IN EXECUTIVE DEPARTMENTS AND INDEPENDENT ESTABLISHMENTS OF THE FEDERAL GOVERNMENT AND DISTRICT OF COLUMBIA GOVERNMENT

Circular No. 108. (Revised to February 1, 1941.) Procurement Division, Department of the Treasury. Free.

AMORTIZATION DEDUCTIONS UNDER TITLE III OF THE SECOND REVENUE ACT OF 1940: REGULATIONS 103 AMENDED

Explains those sections of the Internal Revenue Code which allow a deduction for amortization of cost over a 60-month period, with respect to any emergency (defense) facility the construction of which was completed, or which was acquired, after June 10, 1940. Treasury Decisions Amending or Relating to Regulations 103. December 20, 1940. P. 47-61. 10¢. Available from Superintendent of Documents.

NOTICE OF PROCEDURE FOR CERTIFICATION UNDER SECTION 124 OF THE INTERNAL REVENUE CODE

Certificate for use by contractors for national defense work. Available from Office of the Under Secretary of War, or Office of Judge Advocate General, Navy Department. Free.

INSTRUCTIONS FOR THE PREPARATION OF APPLICATIONS FOR CERTIFICATION UNDER SECTION 124 OF THE INTERNAL REVENUE CODE

This is also a certificate for use by contractors for national defense work. (Although these are in conformity with Section 124 of the Internal Revenue Code, they are not available from the Bureau of Internal Revenue.) Office of the Under Secretary of War, or Office of Judge Advocate General, Navy Department. Free.

THE FIGHT AGAINST INFLATION. A SPEECH AND A PLEDGE BY THE SECRETARY OF THE TREASURY

Address by Secretary Morgenthau before the Advertising Club of Boston, September 9, 1941. Department of the Treasury. 14 p. Free.

DEFENSE BOND BOOKLETS

Explain the defense bond issue: Purchase price, maturity value, etc., of bonds. (1941.) Free.

LIBERTY LOANS

Summary of Liberty Bond Issues for World War, showing amounts subscribed, and number of subscriptions for each issue. September 9, 1940. 9 p. Mimeographed. Free.

UNITED STATES COAST GUARD

THE UNITED STATES COAST GUARD ACADEMY

Pamphlet prepared to acquaint interested persons with the Coast Guard Academy and the opportunities open in the Coast Guard to its graduates. 1940. 22 p. Free.

REGULATIONS GOVERNING APPOINTMENTS TO CADETSHIPS IN THE UNITED STATES COAST GUARD

Revised, June 10, 1940. 26 p. Free.

DEPARTMENT OF THE TREASURY - Continued

INFORMATION RELATIVE TO ENLISTMENT IN THE UNITED STATES COAST GUARD
Leaflet explaining where and how to enlist. 6 p. Free.

THE UNITED STATES COAST GUARD - GENERAL INFORMATION
Descriptive pamphlet. 1941. 28 p. Free.

ACTIVITIES OF THE UNITED STATES COAST GUARD
Descriptive leaflet. 8 p. Free.

COAST GUARD RESERVE - GENERAL INFORMATION
Descriptive leaflet. 1941. 6 p. Free.

UNITED STATES COAST GUARD AUXILIARY - GENERAL INFORMATION
Booklet explaining establishment, purposes, organization, and membership eligibility of the U. S. Coast Guard Auxiliary. 1941. 7 p. Free.

OPERATIONS OF THE COAST GUARD IN TIME OF WAR
Historical and descriptive pamphlet. 15 p. Mimeographed. Free.

WAR DEPARTMENT

THE NEW ARMY OF THE UNITED STATES
A fairly complete report on the Army as of August 1, 1941: Its organization, and the missions, methods, and equipment of its various components. FM 100-5. 141 p. 35¢. Available from the Superintendent of Documents.

SERVICE WITH THE COLORS
Contains a series of illustrated articles describing the several arms and services of the Army. Office of Adjutant General. 1940. 53 p. Free.

EXPLANATION OF ARMY TERMS, SYMBOLS, AND INSIGNIA
Included in contents glossary of military terms, weapons, insignia of rank and branch, conventional signs, abbreviations; organization of a field army, corresponding units of various arms, approximate organization of units, and Engineer Corps functions. Bureau of Public Relations. 1941. 14 p. Free.

FACTS REGARDING ENLISTMENT IN THE UNITED STATES ARMY
Folder describing service in the Army, including conditions, pay, etc. 1941. 10 p. Free.

FLYING CADETS, PILOT TRAINING, ARMY AIR CORPS
Describes course of training, pay, requirements, etc., of Army flying schools. 1941. 16 p. Free.

INFORMATION RELATIVE TO THE APPOINTMENT, AND ADMISSION OF CADETS TO THE UNITED STATES MILITARY ACADEMY, WEST POINT, NEW YORK. Edition 1941.
Describes all phases of entry into and courses of instruction at the United States Military Academy. Office of Adjutant General. 70 p. Free.

BIENNIAL REPORT OF THE CHIEF OF STAFF OF THE UNITED STATES ARMY, July 1, 1939 to June 30, 1941.
Report to the Secretary of War, setting forth the background of the present Army expansion, the state of affairs in the Army, strength of the Army, and general comments; includes explanatory charts. (1941) 30 p., plus charts. Free.

ARMY PURCHASE INFORMATION BULLETIN - November 1940
A guide to manufacturers who are interested in placing their facilities at the disposal of the Government in connection with the defense program. Contains a statement on Army purchase methods; list of purchasing depots, and Army field procurement offices, and items purchased; also maps of procurement districts of the different arms and services. Office of the Under Secretary of War. 41 p. Free.

CURRENT PROCUREMENT AND DISTRIBUTION
Textbook used in extension course of Quartermaster School. Contains instructions for procurement and distribution of certain articles, advertising for proposals, invitation to bid, open market purchases, contracts, and contract forms. 20¢. Available from the Superintendent of Documents.

STATEMENT OF THE HONORABLE ROBERT P. PATTERSON, UNDER SECRETARY OF WAR, BEFORE THE TRUMAN COMMITTEE, UNITED STATES SENATE, April 15, 1941.
Setting forth the procurement methods and machinery of the War Department, the progress made in the Army procurement program since July 1940 in increase of supplies and facilities, and similar information. Bureau of Public Relations. 29 p. Mimeographed. Free.

STATEMENT OF THE HONORABLE ROBERT P. PATTERSON, UNDER SECRETARY OF WAR BEFORE THE TRUMAN COMMITTEE, UNITED STATES SENATE, July 15, 1941.
Statement concerning accomplishments in Army procurement during the fiscal year 1941. Bureau of Public Relations. 23 p. Mimeographed. Free.

ARSENALS OF DEMOCRACY
Photographs with explanatory text showing progress of various national defense projects and manufacturers. 1940. 31 p. Free.

CITADELS OF DEMOCRACY
Pictorial and explanatory text pertaining to Army camps and munition plants. 1941. 46 p. Free.

SOLDIER'S LIFE
Leaflet describing the activities of a soldier: Pay, travel, qualifications, duties, food, etc. Office of the Adjutant General. 1941. 12 p. Free.

SELECTIVE SERVICE SYSTEM

SELECTIVE SERVICE REGULATIONS
Volume 1 - Organization and Administration. September 16, 1940. 32 p. 10¢.
Volume 2 - Registration. Revised June 9, 1941. 22 p. 5¢.
Volume 3 - Classification and Selection. Revised September 3, 1941. 53 p. 10¢.
Volume 4 - Delivery and Induction. 1940. 11 p. 5¢.
Volume 5 - Finance. 1940. 31 p. 10¢.
Volume 6 - Physical Standards. 1940. 38 p. 10¢.

—— INDEX TO SELECTIVE SERVICE LAW, REGULATIONS, AND FORMS. 1940. 34 p. 10¢.
Available from the Superintendent of Documents, Government Printing Office, Washington, D. C.

A MANUAL OF LAW FOR USE BY ADVISORY BOARDS FOR REGISTRANTS APPOINTED PURSUANT TO THE SELECTIVE TRAINING AND SERVICE ACT OF 1940
(Approved September 16, 1940.) Compiled by the Committee on National Defense of the American Bar Association. 1st Edition, December 1940--Selective Service Circular No. 2. 90 p. 15¢. Available from the Superintendent of Documents, Government Printing Office.

DEPARTMENT OF JUSTICE

PRESS RELEASE - June 11, 1940
Press release on instructions issued by the Attorney General to United States Attorneys and Marshals outlining the respective functions of citizens, the Federal Bureau of Investigation, United States Attorneys, and the Department of Justice, in handling espionage, sabotage, and kindred offenses; and emphasizing the protection of civil liberties and the maintenance of a sound public attitude. 3 p. Free.

A SELECTED LIST OF ADDRESSES RELATING TO NATIONAL DEFENSE
September 1939 to March 15, 1941. 8 p. Mimeographed. Free.

THE IMMIGRATION BORDER PATROL
Its origin, activities, accomplishments, organization, and personnel. Immigration and Naturalization Service. 16 p. Free.

QUESTIONS AND ANSWERS ON ALIEN REGISTRATION
Pamphlet arranged in question and answer form intended as a guide in answering questions about the Alien Registration program. October 1, 1940. 22 p. Free.

LAWS RELATING TO ESPIONAGE
Compiled by the Superintendent of Document Room, House of Representatives. 1940. 24 p. 5¢. Available from Superintendent of Documents, Government Printing Office.

A PROGRAM FOR THE INTERNAL DEFENSE OF THE UNITED STATES
Address by Robert H. Jackson, Attorney General, before New York State Bar Association, June 29, 1940. 17 p. Free.

LAW ENFORCEMENT FOR NATIONAL SECURITY
Address of Robert H. Jackson, Attorney General, before Saturday Afternoon Forum of the National Democratic Club, New York, February 8, 1941. 11 p. Free.

DEMOCRACY UNDER FIRE
Address by Robert H. Jackson, Attorney General, at Meeting of Law Society of Massachusetts, October 16, 1940. 11 p. Free.

CIVIL RIGHTS IN TIMES OF STRESS
Address by Francis Biddle, Solicitor General, before National Conference of Social Work, Atlantic City, June 2, 1941. 20 p. Free.

CIVIL LIBERTIES AND THE WAR
Address by Francis Biddle, Solicitor General, before the Junior Bar Conference, Philadelphia, September 10, 1940. 14 p. Free.

DEPARTMENT OF THE NAVY

SELLING TO THE NAVY

Describes the procedure of Navy procurement. Contains information on Navy purchasing stations, Government restrictions with regard to procurement; lists supplies comprising Navy requirements; gives information on bids, contracts, inspections, shipments, payments. Second edition. 1940. 28 p. Free.

SOME COMMENTARIES ON "COST-PLUS-A-FIXED-FEE" CONTRACTS WITH PARTICULAR REFERENCE TO UNITED STATES NAVY CONTRACTS UNDER THE BUREAU OF YARDS AND DOCKS, May 20, 1940. 44 p. Free.

THE UNITED STATES NAVY

Gives history of the Navy: Bureaus and Boards, Shore Establishments; information on the fleet, personnel, Naval Reserve, and Marine Corps. (77th Congress, 1st session, Senate Document No. 58.) May 16, 1941. 84 p. 5¢. Available from the Superintendent of Documents.

CIRCULAR FOR THE INFORMATION OF PERSONS DESIRING APPOINTMENTS AS OFFICERS, CADETS, OR NURSES, OR ENLISTMENTS IN THE UNITED STATES NAVAL RESERVE

Comprehensive information on classifications, requirements, physical standards, eligibility, methods of selection, etc. Includes Merchant Marine Reserve. Compiled by the Bureau of Navigation. 1940. 21 p. Free.

THE UNITED STATES NAVAL ACADEMY

A Sketch containing History, Entrance Requirements, etc.... (75th Congress, 3rd session, Senate Document 181.) 1938. 71 p. and plates. 15¢. Available from the Superintendent of Documents.

SHIPS, MEN, --- AND BASES

By Secretary of Navy Frank Knox. Reprinted in pamphlet form from the April 5, 1941 issue of the Saturday Evening Post. 1941. 8 p. Free.

NAVY WINGS—WHAT DO THESE MEAN TO YOU?

Explains aviation flight training in the Naval Reserve. February 1941. 20 p. Free.

CIVILIAN APPRENTICESHIPS AT THE NAVY YARDS AND OTHER SHORE ESTABLISHMENTS OF THE NAVY

Folder giving general information on eligibility, training, and where to apply for training. Free.

NOMENCLATURE OF NAVAL VESSELS

Prepared primarily for use in the apprentice schools at the various Navy yards and stations, but useful for reference purposes by engineers, draftsmen, inspectors, and others interested in the construction of naval vessels. 1941. 52 p. 15¢. Available from the Superintendent of Documents.

HOW TO RESPECT AND DISPLAY OUR FLAG

By the U. S. Marine Corps. (1941) 30 p., with illustrations. Free.

DEPARTMENT OF AGRICULTURE

EUROPEAN WAR, NATIONAL DEFENSE, AND AMERICAN AGRICULTURE
Summary of the changing market conditions confronting farmers as a result of altered export outlets. 1941. 6 p. Free.

THE IMPACT OF WAR AND THE DEFENSE PROGRAM ON AGRICULTURE
A report prepared for the use of the Annual Agricultural Outlook Conference. October 21, 1940. 24 p. Mimeographed. Free.

FARMERS AND THE SECOND YEAR OF NATIONAL DEFENSE
A 4-page summary. 1941. Free.

REGIONAL ADJUSTMENTS TO MEET WAR IMPACTS
Report by regions, with the broad effects of the national defense program on agriculture as a whole. Bureau of Agricultural Economics. October 1940. 65 p. plus diagrams. Free.

FOOD FOR DEFENSE
The importance of food in the defense program. (1941) 3p. Mimeographed. Free.

ARE WE WELL FED?
A report on the diets of families in the United States. Miscellaneous Publication No. 430. 1941. 28 p. 15¢. Available from the Superintendent of Documents.

REPORT OF THE SECRETARY—1940
Contains chapters on The War's Effect on United States Agriculture; Agriculture and the National Defense; and Rural Manpower and the Defense Program. 1941. 184 p. 15¢. Available from the Superintendent of Documents.

IMPACT OF THE PRESENT WAR ON OCEAN SHIPPING, WITH SPECIAL REFERENCE TO THE EFFECTS OF WAR SHIPPING CONDITIONS ON UNITED STATES AGRICULTURE
A survey of shipping problems in war time. By Hobart S. Perry, Senior Transportation Economist, Bureau of Agricultural Economics. November 1940. 123 p. Mimeographed. Free.

LIVESTOCK PRODUCERS AND THE DEFENSE PROGRAM
Outlines reasons for adjustments made desirable by prospects for expansion in consumer demand for meats in 1941 and 1942, resulting from the defense program. 1941. 5 p. Mimeographed. Free.

SOME SELECTED REFERENCES RELATING TO THE IMPACT OF THE WAR UPON THE NATIONAL AGRICULTURAL PROGRAM
A series of excerpts from speeches and statements brought together to make available to members of State land use planning committees and others: Discussions and statements that have a bearing on this problem as it relates to agriculture at the national level, March 1941. 43 p. Mimeographed. Free.

THE WAR AND OUR CHANGING AGRICULTURE

Address by Eric Englund before the American Society of Agronomy, December 6, 1940. 13 p. Mimeographed. Free.

FARM ADJUSTMENTS TO MEET WAR IMPACTS

Paper prepared by Sherman E. Johnson for delivery December 6, 1940, at the annual meeting of the American Society of Agronomy and the Soil Science Society of America....The problem of how farmers who are operating under widely varying conditions throughout the country and who are producing different combinations of products can best adjust their operations to meet war conditions—for their benefit and for the Nation's welfare. 13 p. Mimeographed. Free.

RELATION OF INDUSTRY TO AGRICULTURE, WITH SPECIAL REFERENCE TO DEFENSE AND THE LOWER THIRD

Address by Louis H. Bean before the American Society of Agronomy, December 6, 1940. Bureau of Agricultural Economics. 11 p. Free.

THE SOCIAL SIGNIFICANCE OF THE FSA PROGRAM IN VIEW OF PRESENT WORLD CONDITIONS

Abstract of address delivered by Raymond C. Smith at the Farm Security Administration Regional Conference, September 13, 1940. 7 p. Mimeographed. Free.

SOCIAL EFFECTS OF THE WAR AND THE DEFENSE PROGRAM ON AMERICAN AGRICULTURE

Address by Raymond C. Smith at the Annual Meeting of the American Farm Economics Association, December 27, 1940. 12 p. Free.

PRICE FIXING BY GOVERNMENT IN FOREIGN COUNTRIES, 1926-1939

A selected list of references on direct price fixing of agricultural products by foreign governments. July 1940. 634 p. Mimeographed. Free.

FOREIGN AGRICULTURE

A Review of Foreign Farm Policy, Production, and Trade. Issued monthly by the Office of Foreign Agricultural Relations. About 40 p. 10¢ per copy, or $1.00 a year. Available from the Superintendent of Documents.

AGRICULTURE IN THE AMERICAS

Monthly series, containing articles of interest to the farmer, particularly in the field of tightening hemispheric agricultural relations. About 16 p. 10¢ per copy; 75¢ a year. Available from the Superintendent of Documents.

THE AGRICULTURAL SITUATION

Monthly publication issued by the Bureau of Agricultural Economics. About 25 p. 5¢ per copy, or 50¢ a year. Available from the Superintendent of Documents.

EXTENSION SERVICE REVIEW
Monthly bulletin of the Agricultural Extension Service. All 1941 issues to date contain various articles on defense. About 15 p. 10¢ per copy, or 75¢ a year. Available from the Superintendent of Documents.

SOIL CONSERVATION
Monthly organ of the Soil Conservation Service. August 1941 issue devoted to "Defense". 10¢ per copy. Available from the Superintendent of Documents.

FOREST SERVICE

FORESTRY IN THE NATION'S DEFENSE
April 16, 1941. 15 p. Mimeographed. Free.

THE IMPORTANCE OF FOREST PRODUCTS IN NATIONAL DEFENSE
December 19, 1940. 9 p. Mimeographed. Free.

FORESTRY AND NATIONAL DEFENSE -- RESOURCES OF TIMBER
December 19, 1940. 7 p. Mimeographed. Free.

FORESTRY IN NATIONAL DEFENSE
History of forestry in relation to national defense abroad and in this country. December 19, 1940. 8 p. Mimeographed. Free.

WHY FOREST DEFENSE IS NATIONAL DEFENSE
Reprinted from copyrighted article in the American Weekly, April 6, 1941. 12 p. Mimeographed. Free.

RURAL ELECTRIFICATION ADMINISTRATION

RURAL ELECTRIFICATION NEWS
Monthly summary of electrification activities; frequently contains articles on power and defense. 10¢ per copy, or 75¢ a year. Available from the Superintendent of Documents.

FARM SECURITY ADMINISTRATION

FARM SECURITY ADMINISTRATION AND THE DEFENSE PROGRAM
Pamphlet describing the activities of the Farm Security Administration in three fields of defense effort; Relocation of farm families displaced by defense purchases of land; acting as an agent of the Federal Works Administration in building permanent housing for defense workers in crowded areas; and providing temporary shelter (trailers and dormitories) for defense workers. Includes statistical tables in elaboration of these activities. May 6, 1941. 15 p. Free.

DEPARTMENT OF COMMERCE

HOW INVENTORS CAN AID NATIONAL DEFENSE

Information Bulletin No. 2. Explains the purpose of the National Inventors Council and suggested procedure for submitting inventions. Contains biographical sketches of Council members; technical committees of the Council; and a list of references on subjects relating to phases of invention useful in national defense. 1941. 22 p. Free.

SOME REFERENCES TO MATERIAL ON WESTERN HEMISPHERE DEFENSE

Prepared by the Latin American Section of the Bureau of Foreign and Domestic Commerce, Regional Information Division. December 1940. 8 p. Mimeographed. Free.

HOW TO SELL TO THE GOVERNMENT FOR CIVILIAN NEEDS

Information, in simple form, on how Government routine purchases are made. Industrial Series No. 2. 1941. 25 p. Free.

DOMESTIC COMMERCE

Weekly bulletin published by the Bureau of Foreign and Domestic Commerce. Contains articles relating to aspects of the defense program. About 30 p. 5¢ per copy, or $2.00 a year. Available from the Superintendent of Documents.

FOREIGN COMMERCE WEEKLY

Bulletin published by the Bureau of Foreign and Domestic Commerce. Contains articles relating to economic phases of the defense program; also news briefs, by countries and by commodities, on economic developments and commerce. About 40 p. 10¢ per copy, or $4.50 a year. Available from the Superintendent of Documents.

SURVEY OF CURRENT BUSINESS

Contains technical articles on influence of defense program on business; charts and statistical data of interest to businessmen. Bureau of Foreign and Domestic Commerce. Annual subscription to weekly and monthly issues, $2.00. Single copies: Monthly, 15¢; weekly, 5¢. Available from the Superintendent of Documents.

INDUSTRIAL REFERENCE SERVICE

Series of reports. Issued in fourteen sections by commodity groups, covering important commodity and industrial developments in the United States and foreign countries. Data on production, distribution, prices, standards, export and import trade, foreign tariffs, etc. Entire service: Annual subscription, $15.00 a year. Single parts available at $1.00 a year---except Machinery and Food Stuffs, which are $2.00 a year: Chemicals, $4.00 a year. Individual reports, single copies, 10¢ each. Available from Bureau of Foreign and Domestic Commerce.

INTERNATIONAL REFERENCE SERVICE

Series of reports, such as Price Control in Germany; United States Trade with Latin America, etc.; information on foreign economic and commercial organizations. Over 40 reports available. Annual subscription, $6.00; individual reports, 5¢ each. Available from the Bureau of Foreign and Domestic Commerce, or from the Superintendent of Documents.

CIVIL AERONAUTICS ADMINISTRATION

CAA FOR DEFENSE

Pilot training - Airports - Airways - Air Safety. Staff Handbook, Civil Aeronautics Administration. 1941. 16 p. Free.

MASS PRODUCTION OF PILOTS

Pamphlet explaining the program for civilian pilot training. 1941. 20 p. Mimeographed. Free.

AIRCRAFT MANUFACTURERS

Mimeographed list. September 25, 1940. 3 p. Free.

AIRCRAFT ENGINE MANUFACTURERS

Mimeographed list. January 30, 1941. 1 p. Free.

DEPARTMENT OF LABOR

WORKERS AND NATIONAL DEFENSE

Treats of defense jobs and job training, both Federal and private, as well as labor standards, including Wage and Hour Law, Walsh-Healey Act, safety and health, social security, and the labor policy statement of the National Defense Advisory Committee. September 1940. 15 p. Free.

SAFEGUARDING MANPOWER FOR GREATER PRODUCTION

Stresses the importance of safety in increased production for national defense. Deals with physical working conditions, sanitation and hygiene, safety practices, and construction work safety. Special Bulletin No. 1. Division of Labor Standards. 1940. 20 p. 10¢. Available from the Superintendent of Documents.

THE WORKER'S SAFETY AND NATIONAL DEFENSE

Special Bulletin No. 2. Division of Labor Standards. 1940. 10 p. Free.

PROTECTING PLANT MANPOWER

Practical points on industrial sanitation and hygiene. Special Bulletin No. 3. Division of Labor Standards. 1941. 70 p. Free.

CONSERVING MANPOWER IN DEFENSE INDUSTRIES

A plan for pooling safety services to conserve manpower in defense industries. Special Bulletin No. 4. Division of Labor Standards. 1940. 7 p. Free.

CONTROL OF WELDING HAZARDS IN DEFENSE INDUSTRIES

Specific information concerning hazards associated with these operations, and methods of control. Special Bulletin No. 5. Division of Labor Standards. 1941. 15 p. 10¢. Available from the Superintendent of Documents.

OUT OF CRISIS, OPPORTUNITY!

Apprenticeship in a Long-Range Defense Program. Pamphlet outlining procedures for getting apprentice programs under way, suggesting standards for the training of apprentices, and offering the technical assistance of the Government in expanding apprentice training to meet the estimated needs of a long-range defense program. Division of Labor Standards. 1940. 27 p. Free.

PUBLICATIONS OF THE DIVISION OF LABOR STANDARDS

Bibliography. April 15, 1941. 7 p. Free.

FORCE ACCOUNT CONSTRUCTION AUTHORIZED ON PROJECTS FINANCED FROM FEDERAL FUNDS

Compiled by the Division of Construction and Public Employment, Bureau of Labor Statistics. Weekly. Free.

WEEKLY LISTINGS OF CONSTRUCTION CONTRACTS AWARDED ON PROJECTS FINANCED FROM FEDERAL FUNDS

Compiled by the Division of Construction and Public Employment, Bureau of Labor Statistics. Free.

LABOR PROBLEMS IN THE UNITED STATES. SUMMARY OF HISTORICAL EVENTS IN THE WORLD WAR PERIOD, 1912-1920.

Bureau of Labor Statistics. February 1941. 26 p. Free.

WEEKLY BULLETIN

Lists all Federal contracts for the manufacture or furnishing of materials, supplies, articles, or equipment, in any amount exceeding $10,000 (excluding construction), under the Walsh-Healey Contracts Act. Division of Public Contracts. Free.

MONTHLY LABOR REVIEW

Monthly organ of the Bureau of Labor Statistics. Contains information on various phases of the defense program, and particularly on labor in the United States and the world. About 250 p. 30¢ single copy; $3.50 a year in the United States, Canada, and Mexico; $4.75 in other countries. Available from the Superintendent of Documents.

LABOR INFORMATION BULLETIN

Monthly publication. Bureau of Labor Statistics. Contains articles on labor and national defense. About 18 p. Free.

WOMEN'S BUREAU

EFFECTIVE INDUSTRIAL USE OF WOMEN IN THE DEFENSE PROGRAM

Special Bulletin No. 1, prepared in cooperation with the Labor Advisory Committee on Standards for the Employment of Women in the Defense Program. A guide on types of jobs, wage standards, health, and safety. 1940. 22 p. 10¢. Available from the Superintendent of Documents.

WOMEN'S VOCATIONAL TRAINING NEEDS IN THE DEFENSE INDUSTRIES

Discusses general skills needed by women in defense industries; occupations and skills for which women should be trained; and women's vocational training needs in the defense services other than professional. November 7, 1940. 7 p. Free.

REPORT OF THE CONFERENCE ON VOCATIONAL TRAINING OF WOMEN UNDER THE DEFENSE PROGRAM, CALLED BY THE WOMEN'S BUREAU OF THE DEPARTMENT OF LABOR. November 7, 1940. Mimeographed. Free.

WOMEN AT WORK

Contains a chapter on Women Workers in War Time. Women's Bureau. 1939. 80 p. 15¢. Available from the Superintendent of Documents.

EXPERIENCES AS TO STANDARDS FOR WOMEN'S WORK IN PERIODS OF RAPID INCREASE IN PRODUCTION

Based on the experience of the last World War. October 1939. Mimeographed. Free.

INCREASE IN WOMAN EMPLOYMENT, 1914-1918; AND OCCUPATIONS OF WOMEN IN DEFENSE INDUSTRIES

Extract from World War Bulletin. September 1940. 31 p. Free.

EMPLOYMENT OF WOMEN IN THE MANUFACTURE OF SMALL ARMS AMMUNITION

June 1941. 18 p. Free.

EMPLOYMENT OF WOMEN IN THE MANUFACTURE OF ARTILLERY AMMUNITION
(July 1941.) 31 p. Free.

WOMEN'S FACTORY EMPLOYMENT IN AN EXPANDING AIRCRAFT PRODUCTION PROGRAM
May 1941. 24 p. Free.

LIFTING HEAVY WEIGHTS IN DEFENSE INDUSTRIES
Special Bulletin No. 2. Methods for Conserving Health of Women Workers. 1941. 11 p. 5¢. Available from Superintendent of Documents.

THE WOMAN WORKER
Bimonthly publication of the Women's Bureau. Contains articles pertinent to national defense. 5¢ per copy, or 25¢ a year. Available from the Superintendent of Documents.

The following reprints from The Woman Worker are available in leaflet form from the Women's Bureau, Department of Labor:

WOMEN'S CHANCES FOR DEFENSE JOBS. January 1941. Free.

WOMEN'S JOB CHANCES IN DEFENSE AND OTHER WORK. May 1941. Free.

WOMEN WHO CAN WORK IN DEFENSE INDUSTRIES. September 1940. Free.

WOMEN WORKERS AND DEFENSE JOBS. November 1940. Free.

PROCESSES WOMEN ARE PERFORMING IN DEFENSE INDUSTRIES. January 1941.
3 p. Free.

CONFERENCE ON TRAINING WOMEN FOR DEFENSE NEEDS. January 1941. Free.

WOMEN DO KEY WORK IN DEFENSE MANUFACTURING; HOW CAN WOMEN BEST SERVE DEFENSE? WOMEN IN THE LABOR MARKET, 1940
Three reprints in one pamphlet. March 1941. 2 p. Free.

KEEP UP THE STANDARDS FOR WOMEN'S WORK. July 1940. Free.

WOMEN AVAILABLE FOR DEFENSE WORK
October 1940. Mimeographed. Free.

PROCESSES ON WHICH WOMEN ARE NOW AT WORK IN DEFENSE INDUSTRIES
October 1940. Mimeographed. Free.

FEDERAL SECURITY AGENCY

THE CIVILIAN IN NATIONAL DEFENSE
Address delivered by Paul V. McNutt, Administrator, Federal Security Agency, before the National Society of Daughters of the American Revolution. Describes the problems of social and hygienic adjustments necessary in the community swollen by defense activity. April 18, 1941. 7 p. Mimeographed. Free.

CIVILIAN CONSERVATION CORPS

CIVILIAN CONSERVATION CORPS - CONTRIBUTING TO THE DEFENSE OF THE NATION
The furnishing of training to young civilians to make them better citizens, better workers, is one way in which the CCC contributes to the Nation's strength and to its defense. (August 1941) 9 p. Free.

UNITED STATES OFFICE OF EDUCATION

DEFENSE JOB TRAINING
Chart outlining the opportunities for defense job training by the U. S. Maritime Commission, Navy, Army Air Corps, and Civil Aeronautics Administration, with information on number of persons to be trained, wages in training and on job, purpose of training, persons eligible, length of courses, where courses are offered, where to apply, and job opportunities after training. 1941. 5¢ single copy, $2.00 a hundred copies, $15.00 a thousand. Available from the Superintendent of Documents.

ENGINEERING DEFENSE TRAINING
Monthly report on status of the Engineering Defense Training Program. About 25 p. Mimeographed. Free.

EDUCATION AND NATIONAL DEFENSE
Series of pamphlets. 15¢ each. Available from the Superintendent of Documents, Government Printing Office.
Pamphlet No. 4 - What the Schools Can Do.
Pamphlet No. 9 - Home Nursing Courses in the United States.
Pamphlet No. 15 - Education Under Dictatorships and Democracies.
Pamphlet No. 23 - Democracy in the Summer Camp.

KNOW YOUR COMMUNITY AS A BASIS FOR UNDERSTANDING THE SCHOOL'S PROBLEMS
Study Bulletin. 1941. 35 p. 10¢. Available from the Superintent of Documents.

HOME NURSING COURSES IN HIGH SCHOOLS
Outlines required courses in home hygiene, care of the sick, and allied subjects. 1941. 18 p. 15¢. Available from the Superintendent of Documents.

INFORMATION EXCHANGE ON EDUCATION AND NATIONAL DEFENSE

Loan library established to accelerate and broaden the interchange of plans and practices relating to educational aims and purposes in furtherance of the defense program through the interchange of material directly pertinent to this subject. Informational packets available by topic, without charge.

First Edition Catalog, March 1941, lists packets and the publications they contain through that date. 31 p. Mimeographed. U. S. Office of Education. Free.

Abbreviated catalog, covering 43 loan packets, available July 1, 1941, lists the packets but not the publications in each packet. 4 p. Mimeographed. Free.

UNITED STATES PUBLIC HEALTH SERVICE

CURRENT REFERENCES ON NATIONAL HEALTH AND THE DEFENSE PROGRAM

Bibliography of all available published material on health, education, and precautionary measures, industrial hygiene, mental health, nursing, nutrition, etc., from sources here and abroad. U. S. Public Health Service. 1940. 12 p. Free.

NUTRITION — THE ARMOR OF ROBUST HEALTH

Two scientific papers: "Enriched Flour and Enriched Bread--How it Started"; "Public Health Aspects of Enriched Flour and Bread." The Nutrition Advisory Committee to the Coordinator of Health, Welfare, and Related Defense Activities. 1941. 22 p. Free.

THE NATIONAL NUTRITION CONFERENCE, May 26-28, 1941

Reprint No. 2285, from Public Health Reports, June 13, 1941: p 1233-1255.

Complete proceedings of the National Nutrition Conference will be available later upon request through the Office of the Administrator, Federal Security Agency, Washington, D. C.

EAT THE RIGHT FOOD TO HELP KEEP YOU FIT

Issued by the Bureau of Home Economics, Department of Agriculture, with the cooperation of the Children's Bureau, the U. S. Office of Education, and the Public Health Service. Folder. (1941) Free. Available from Office of the Administrator, Federal Security Agency.

20 QUESTIONS ON "ENRICHED" FLOUR AND BREAD

Leaflet. (1941) Free. Available from Office of the Administrator, Federal Security Agency.

SOCIAL SECURITY BOARD

SOCIAL SECURITY BULLETIN (Monthly)
April 1941 issue contains article on "Foreign Provisions for the Dependents of Mobilized Men," covering 17 countries. 20¢ a copy, or $2.00 a year in the United States, Canada, and Mexico; $3.75 in other countries. Available from the Superintendent of Documents.

LABOR SUPPLY AND DEMAND IN SELECTED DEFENSE OCCUPATIONS
Bimonthly publication of the Bureau of Employment Security, based on reports of the Public Employment Offices. In addition to narrative summary of labor supply and demand, this publication contains tables showing occupations with qualified employment service registrants sufficient to meet all current job openings, and occupations with few employment service registrants and few job openings and hires. About 25 p. Free.
(April-May issue is the last one to date, and there may be no further issues.)

MEN, JOBS AND DEFENSE
Leaflet describing the work of the United States Employment Service. February 1941. 7 p. Free.

LABOR SHORTAGES AND THE RESTRICTION OF EMPLOYMENT TO CITIZEN WORKERS
Analysis of restrictions of employment to citizen workers. January 1941. 5 p., and tables. Mimeographed. Free.

FEDERAL WORKS AGENCY

MILLIONS FOR DEFENSE
Shows some of the ways in which our national defense has been strengthened by emergency spending during the past seven years. 1940. 46 p. Free.

DEFENSE HOUSING CONSTRUCTION BULLETIN
Weekly bulletin giving status of defense housing construction under the Lanham Act and other acts. Shows location, agency concerned, size, costs, name and address of contractor, and similar data. Free.

WORK PROJECTS ADMINISTRATION

NATIONAL DEFENSE AND THE WPA
Illustrated folder giving highlights of the WPA national defense program. April 1941. Free.

WPA WEEK IN NATIONAL DEFENSE
Weekly news circular containing news of WPA activities in defense fields. Free.

FEDERAL LOAN AGENCY

FEDERAL HOUSING ADMINISTRATION

ADMINISTRATIVE RULES AND REGULATIONS UNDER TITLE VI OF THE NATIONAL HOUSING ACT

Effective March 31, 1941. Rules and regulations covering insurance under the newly created Title VI of the National Housing Act, of single-, two-, three-, and four-family homes built in designated areas to meet housing demands resulting from national defense activities. 18 p. Free.

RECONSTRUCTION FINANCE CORPORATION

INFORMATION CONCERNING LOANS AND PURCHASES TO AID IN THE NATIONAL DEFENSE PROGRAM

Circular No. 23. Gives form of application; terms and conditions of loans; charges, commissions, etc.; applicable laws; and location of loan agencies. July 1940. 4 p. Free.

PRESS RELEASES

Issued by the Reconstruction Finance Corporation, pertaining to the activities of the RFC and its subsidiary agencies: the Defense Plant Corporation, Defense Supplies Corporation, Metals Reserve Company, Rubber Reserve Company, etc. Available in limited quantities upon request to the Reconstruction Finance Corporation.

FEDERAL COMMUNICATIONS COMMISSION

INFORMATION REGARDING SHIP AND COASTAL HARBOR RADIO TELEPHONE SERVICE

Material for the information and guidance of present and prospective licenses. June 1, 1941. 51 p. Free.

FEDERAL POWER COMMISSION

FEDERAL POWER COMMISSION PLAN FOR ADEQUATE POWER SUPPLY FOR NATIONAL DEFENSE -- REPORT TO THE PRESIDENT

Urges new Reconstruction Finance Corporation subsidiary to place and finance orders for additional generating capacity, upon recommendation of the Federal Power Commission. Release No. 1637. July 16, 1941. 18 p. Mimeographed. Free.

FEDERAL RESERVE SYSTEM

FEDERAL RESERVE BULLETIN
Issued monthly. Contains special articles on national defense. About 90 p. 20¢ single copy; $2.00 a year. Available from the Superintendent of Documents.

ECONOMIC PREPAREDNESS FOR DEFENSE AND POST-DEFENSE PROBLEMS
By Marriner S. Eccles. Reprinted from Federal Reserve Bulletin, January 1941. 8 p. Free.

ECONOMIC AND MONETARY ASPECTS OF THE DEFENSE PROGRAM
By John H. Williams. Reprint from Federal Reserve Bulletin, February 1941. 4 p. Free.

FINANCIAL PROBLEMS OF DEFENSE
Reprint from Federal Reserve Bulletin, June 1941. 11 p. Free.

INFLATION
By E. A. Goldenweiser. Reprint from Federal Reserve Bulletin, April 1941. 3 p. Free.
(See also The Fight Against Inflation, Department of the Treasury, p. 14.)

GOLD, CAPITAL FLOW, AND FOREIGN TRADE IN 1941
Reprint in one pamphlet from Federal Reserve Bulletin, issues of January, February, and May 1941. 28 p. Free.

SPECIAL REPORT TO CONGRESS - RECOMMENDATIONS CONCERNING CREDIT CONTROL. Submitted December 31, 1940.
Reprint from Federal Reserve Bulletin, January 1941. 2 p. Free.

CONSUMER CREDIT - REGULATION W
Adopted August 21, 1941, to carry out the President's Executive Order of August 9, 1941, which sets forth the necessity for and purpose of regulation of consumer credit. This Regulation is issued as a step supplementing more fundamental governmental measures designed to combat inflationary developments. Available from the twelve Federal Reserve Banks and their branches. 21 p. Free.

FEDERAL TRADE COMMISSION

WORLD WAR ACTIVITIES OF THE FEDERAL TRADE COMMISSION: 1917-1918.
July 15, 1940. 69 p. Free.

THE NATIONAL ARCHIVES

FEDERAL REGISTER

Issued Tuesday through Saturday, except the day after a holiday. Contains orders of the President and Federal agencies, including the defense agencies, as well as summaries of defense contracts for $1,000,000 and over. 10¢ single copy; $1.25 per month, or $12.50 a year. Available from the Superintendent of Documents.

TENTATIVE BIBLIOGRAPHY ON THE CONSERVATION OF CULTURAL RESOURCES IN TIMES OF WAR

April 1941. Also Supplement, June 1941. Mimeographed. Free.

UNITED STATES CIVIL SERVICE COMMISSION

WORKERS NEEDED FOR NATIONAL DEFENSE POSITIONS

A consolidated list of positions open under Civil Service classification to skilled mechanics of various types. Gives types of positions, requirements, location of work, and salary available. Issued monthly. Free.

CIVIL SERVICE POSITIONS IN THE CLASSIFIED SERVICE

Information concerning examinations to be held is available at all Post Offices or from the U. S. Civil Service Commission, Washington, D. C.

UNITED STATES MARITIME COMMISSION

GENERAL INFORMATION ON THE RESIDENT RADIO SCHOOL AT THE U. S. MARITIME SERVICE TRAINING STATION, GALLUPS ISLAND, BOSTON, MASSACHUSETTS

Gives eligibility requirements; information on examinations for prospective students, selection of applications; courses, pay, etc. U. S. Maritime Service. May 1941. 14 p. Free.

GENERAL INFORMATION ON APPRENTICE SEAMAN TRAINING OFFERED BY THE UNITED STATES MARITIME COMMISSION

Includes information on eligibility requirements, pay, courses, and general training. U. S. Maritime Service. May 5, 1941. 6 p. Free.

APPRENTICE SEAMAN TRAINING

Leaflet explaining briefly opportunities for training personnel for the American Merchant Marine. U. S. Maritime Service. 1 p. Free.

NEW SHIPS FOR THE MERCHANT MARINE

Description of the types of ships being built in the construction program of the United States Maritime Commission, with principal characteristics. February 1940. 20 p. Mimeographed. Free.

AMERICA BUILDS SHIPS

Pictorial booklet describing the program of the U. S. Maritime Commission. Includes a brief history of the American Merchant Marine. 1940. 67 p. Free.

PRESS RELEASES

On the emergency ship-building program and on the regular ship-building programs are available from the Information Division, U. S. Maritime Commission.

UNITED STATES TARIFF COMMISSION

WAR AND ITS EFFECT ON UNITED STATES IMPORTS

The import trade of the United States during the period September 1939 to August 1940, compared with earlier periods; with tables. In two volumes: Vol. 1--Schedules 1 to 15 inclusive; Vol. 11--Free List and Index. November 1940. 542 p. Processed. Free.

UNITED STATES IMPORTS FROM JAPAN AND THEIR RELATION TO THE DEFENSE PROGRAM AND TO THE ECONOMY OF THE COUNTRY

Reviews the principal individual commodities in the import trade with Japan during 1940 and 1941. Appendix shows tables for 1939 and 1940, and January-May 1940 and 1941. September 1941. 239 p. Processed. Free.

LATIN AMERICA AS A SOURCE OF STRATEGIC AND OTHER ESSENTIAL MATERIALS

A Report on strategic and other essential materials, and their production and trade, with special reference to the Latin American countries and to the United States. Report No. 144. Second Series. (Under the General Provisions of Section 332, Title III, Part II, Tariff Act of 1930.) 1941. 397 p. 50¢. Available from the Superintendent of Documents.

CRUDE RUBBER

A brief summary of the present situation respecting crude rubber, with special reference to the effect of war conditions on United States imports. Revised, November 1940. 39 p. Processed. Free.

RUBBER -- POSSIBILITIES OF PRODUCING RUBBER IN THE UNITED STATES, AND RUBBER CONSERVATION

Discusses the possibilities, in view of the present emergency situation, of an increase in production of natural and synthetic rubber in the United States, with general information on costs of production, etc. September 1941. 14 p. Processed. Free.

AMERICAN NATIONAL RED CROSS

NATIONAL DEFENSE BULLETIN
Issued irregularly. First issue May 15, 1941. About 10 p. Mimeographed. Free.

SERVICES TO THE ARMED FORCES
In preparation (replacing the former "Military and Naval Welfare Service"). About 12 p. Free.

TRUCK AMBULANCES -- EMERGENCY SERVICE
What the Red Cross is doing to meet the problem of providing adequate transportation facilities for injured and wounded persons in an emergency. April 1941. 8 p. Free.

THE AMERICAN RED CROSS NEEDS YOU
Volunteer Special Services listed, with requirements for and description of each. May 1941. Folder. Free.

NATIONAL RESEARCH COUNCIL

RECOMMENDED DAILY ALLOWANCES
A guide to serve as a goal for good nutrition and as a "yardstick" by which to measure progress toward that goal. Committee on Food and Nutrition, National Research Council, 2101 Constitution Avenue NW., Washington, D. C. 1941. 5 p. Free.

PAN AMERICAN UNION

SELECTED LIST OF BOOKS AND MAGAZINE ARTICLES ON HEMISPHERIC DEFENSE
Series 24. 1941. 14 p. 25¢. Available from Pan American Union, Washington, D. C.

RECENT TRENDS IN INTER-AMERICAN RELATIONS
Series 21. 1939. 52 p. 50¢. Available from Pan American Union, Washington, D. C.

LABOR TRENDS AND SOCIAL WELFARE IN LATIN AMERICA: 1939-1940
Intended for the general reader who desires recent information on labor and social welfare in Latin America. 1941. 69 p. Free.

SELECTED LIST OF BOOKS IN ENGLISH ON LATIN AMERICA
January 3, 1939. 55 p. 25¢. Available from Pan American Union, Washington, D. C.

U. S. DEPARTMENT OF LABOR
WOMEN'S BUREAU
Washington

May 15, 1941

RECENT MATERIAL ON DEFENSE
From
Research Division

The Research Division is closely following publicatiobs on defense through the Library and other Government Agencies. Of some of this material the Bureau Library also has its own copies.

This list includes data on:
Great Britain
Occupations and Industries
Current Material on Women in Defense (Other than Women's Bureau)

Great Britain	References to women
1. Article in Monthly Labor Review. May 1940 "Work Time of Women and Young Persons in British Factories." Summary of a British Home Office Report.	Entire Article
2. Regulation of Hours of Labor in Great Britain. By Wage and Hour Division. March 1941. 21 pages.	Includes data on women
3. The Labour Situation in Great Britain. May-October, 1940 I.L.O. Report. Montreal. 1941. 56 pages	Includes data on women
4. Labour Supply and National Defense. Preliminary report presented for discussion in United States - Canadian Tripartite Meeting. April 1941. Mimeographed. 153 pages. I. L. O. Montreal.	Mentions that women are an available labor supply.
5. British Labor and the War. By Frieda Wunderlich. New York School for Social Research. 1941. 67 pages	Discusses use of women's skills.
6. Ernest Bevin - The War and the Workers. 1940. 12 pages.	Not specifically about women.
7. Caroline Haslett, Article in Woman Engineer. March 1941. Women in Industry.	Discusses program of Women's Engineering Society
8. Peggy Scott. British Women in War.	Chiefly community and military auxiliary services

Occupations and Industries.	References to women
9. Arsenals of Democracy. War Department pamphlet. 31 pages.	Mentions woman employment in one or two plants already known to Women's Bureau.
10. List of Occupations in which women may be employed. CONFIDENTIAL. From Bureau of Employment Security.	A list made up chiefly from Occupational Dictionary.
11. Occupations Important in Defense. By L. S. December 1940. 42 pages. Defense Labor Requirements Unit (John J. Croston, Chief. Norman J. Meiklejohn)	Indicates supply and demand and training needed. Nothing special about women.
12. Estimated Labor Requirements for Machine Tool Industry. B.L.S. April 1941. 26 pages. (Ibid.)	Nothing as to women.
13. Expansion of Aircraft Industry. Monthly Labor Review. February 1941. By John J. Croston.	Nothing as to women.
14. Rearmament and the Chemical Industry. Army Industrial College. Mimeographed. October 1940. 13 pages.	Nothing as to women.

Current Material on Women in Defense.

15. Independent Women. "Training for Defense". By Helen Dallas. April, 1941.

16. _____. "How To Mobilize Womanpower." November, 1940.

17. New York State Department of Labor. "Commissioner Miller Says -- ". Industrial Bulletin. February 1941

18. Office of Emergency Management. "Women Workers for Defense Industries." Defense. October 18, 1940.

19. Office of Production Management. Labor Division, Labor Supply and Training Section. Women's Role in Defense Industries. By Miss Thelma McKelvey. April 19, 1941. PM286. Mimeographed. Copy sent you

20. U. S. Office of Education. "The Defense-Training Program." School Life. December 1940. Copy sent you

21. _____ "Women Train for National Defense." March of Education. Supplement No. 1, March 1941. Copy sent you

22. Vocational Trends. "Women and War". October, 1941.

23. _____ "Bang-Up Jobs: Important to Defense Are the Jobs of Explosive Workers." February, 1941.

24. Zapoleon, Marguerite W. Women and National Defense. U. S. Office of Education. Vocational Division. Occupational Information and Guidance Service. Misc. 2546. Washington. 1941. Mimeographed.

25. _____. "Women in Defense Occupations." (Extracts from preceding item.) Occupations. April, 1941.

WOMEN'S BUREAU
U.S. DEPARTMENT OF LABOR
Washington

PUBLICATIONS RELATING TO DEFENSE PRODUCTION
THAT HAVE SOME REFERENCE TO WOMEN

Great Britain

Article in Monthly Labor Review. May 1940
"Work Time of Women and Young Persons in British Factories."
Summary of a British Home Office Report.

Regulation of Hours of Labor in Great Britain. By Wage and Hour Division, U. S. Department of Labor. March 1941. 21 pages.

The Labour Situation in Great Britain. May-October, 1940
International Labor Office Report. Montreal. 1941. 56 pages.

British Labor and the War. By Frieda Wunderlich. New York School for Social Research. 1941. 67 pages.

Brenley, Thomas. War Time in Britain.
The British Library of Information,
50 Rockefeller Plaza, New York.

British Library of Information. Women's War Work.
50 Rockefeller Plaza, New York. 4 pp.

Bulletins from Britain. Number 35.
Supplement. "Mobilization of Britains' Woman Power in the Industrial Effort". April 30, 1941.

Jameson, Storm. "Women on the Spot."
The Atlantic. February, 1941.

Canada

Canada. Department of Labour. "Labour supply in Canadian War Industries." The Labour Gazette. vol. 40, No. 12, pp. 1248-1253. December, 1940.

_____. "War Emergency Training Program."
The Labour Gazette, vol. 41, No. 3, pp. 271-281, and No. 4, pp. 420-426. March, April, 1941.

Mayer, Elizabeth Harvey. "The Effect of the War on the Organization and Structure of the Canadian Employment Market." International Labour Review. vol. 43, No. 1, January, 1941.

United States

American Association for Adult Education.
Women in Defense. Defense Digest No. 5, 1941. 23 pp.

School and Society. "Emergency War Work for Girls." vol. 53, No. 1371, pp. 436-7. April 5, 1941. [NYA Workshop Projects].

Science News Letter. "Young Women Wanted as Civilian Airplane Plotters." May 3, 1941, p. 283.

Arsenals of Democracy. War Department pamphlet. 31 pages.

Independent Women. "Training for Defense". By Helen Dallas. April, 1941.

Office of Emergency Management. "Women Workers for Defense Industries." Defense. October 18, 1940.

Office of Production Management. Labor Division, Labor Supply and Training Section. Women's Role in Defense Industries. By Thelma McKelvey. April 19, 1941. PM286. Mimeographed.

U.S. Office of Education. "The Defense-Training Program." School Life. December 1940.

_____ "Women Train for National Defense." March of Education. Supplement No. 1, March 1941.

Vocational Trends. "Women and War". October, 1941.

_____ "Bang-Up Jobs: Important to Defense Are the Jobs of Explosive Workers." February, 1941.

Zapoleon, Marguerite W. Women and National Defense. U.S. Office of Education. Vocational Division. Occupational Information and Guidance Service. Misc. 2546. Washington. 1941. Mimeographed.

_____. "Women in Defense Occupations." (Extracts from preceding item.) Occupations. April, 1941.

U. S. DEPARTMENT OF LABOR
WOMEN'S BUREAU
Washington

SELECTED REFERENCES ON THE OCCUPATIONS OF WOMEN
(See also heading, Women in War Production)

Abbott, Edith. Women in Industry. New York, D. Appleton - Century Co., 1924. 408 pp.

Breckinridge, S.P. Women in the Twentieth Century. New York, McGraw Hill Co., 1933. 364 pp.

* Filene, Catherine. Careers for Women. Revised and enlarged. New York, Houghton Mifflin Co., 1934. 620 pp.

Groves, Ernest R. The American Woman. New York, Greenburg, 1937. 438 pp.

Hill, Joseph A. Women in Gainful Occupations, 1870 to 1920. U. S. Bureau of the Census. Census Monograph IX, 1929. 416 pp.

Leuck, Miriam Simon. Fields of Work for Women. Third Edition. New York, D. Appleton - Century Co., Inc., 1938. 435 pp.

** Spruill, Julia Cherry. Women's Life and Work in the Southern Colonies. Univ. of North Carolina Press, 1938. 426 pp.

U. S. Bureau of the Census. 16th Census of the United States, 1940. Population, Second Series, United States Summary. (Numbers of women in various occupations and industries.)

U. S. Department of Labor. "Wide Scope of Women's Work Skills." Labor Information Bulletin, February 1943.

U. S. Department of Labor. Women's Bureau. The Occupational Progress of Women, 1910 to 1930. Bul. 104. 1933. 90pp. (Out of print. Tabular material reprinted as 104-A.)

_____. Women in the United States. Mary Elizabeth Pidgeon. Bul. 155. 1937. 137 pp. (Part I, chap. 1, "Trend in the Occupations of Women.")

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U. S. DEPARTMENT OF LABOR
WOMEN'S BUREAU
Washington

October 20, 1943

INFORMATION ON OFFICE WORKERS, 1942 AND 1943

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2. Commerce and Industry Association of New York, Inc. Survey of Weekly Clerical Salaries in New York City, Dec. 1941 and 1942.

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5. National Office Management Association. Earnings of Clerical Workers. June 1943.

6. Regional War Labor Board. a. Wage brackets in Chicago District (June 1943).
b. Rates set in Region III (Aug. 1943)

7. U. S. Department of Labor, Bureau of Labor Statistics.
   a. and b. Clerical workers' hourly earnings as reported in recent industry surveys, from reports in Monthly Labor Reviews during 1942 and 1943.
   c. Median salaries of clerical employees of city public schools. Monthly Labor Review, June 1943.
   d. Reports as to clerical wages, B.L.S. Regional Offices.

8. U. S. Department of Labor. Labor Information Bulletin, July 1943. Women Are Replacing Men in Office Positions.

9. U. S. Department of Labor, Women's Bureau.
   a. Office Workers in the War Program, March 29, 1942. Mimeo.
   b. Analysis of the Budget Requirements of a Woman Government Worker, June 1942.
   c. Current Notes on Office Workers, October 1943.
   d. Salary Rates of Office Workers in Five Cities, 1940. (Chart)

10. University of California. Heller Committee for Research in Social Economics. Reports for 1943 on Wartime Budgets, for Single Woman; and for Family of Four, Wage-earners, Clerical Workers.

11. Vocational Trends. White-Collar Workers and the War. May 1942; March 1942.

12. Y.W.C.A., The Business Girl's Pay Check. By Rose Terlin. The Woman's Press, September 1942.

U. S. DEPARTMENT OF LABOR
WOMEN'S BUREAU
Washington

October 20, 1943

FURTHER REFERENCES ON OFFICE WORKERS AND SOURCES OF INFORMATION

The Bureau of Labor Statistics, U.S. Department of Labor, issues data on earnings of office workers:

1. Regional reports of the Wage Analysis Division include some data on office workers. The chief of these reporting for clerical workers include (a) Report of April 1943 for Grand Rapids, Mich., on clerical workers, (b) Report of September 1942 in Philadelphia department stores, and (c) Report of March 1943 for retail furniture stores in Southeastern cities.
2. Reports from other sources are published in the Monthly Labor Review. For example, the issue for March 1943 reported New York and Illinois Labor Department data on earnings of clerical workers in factories in October 1942.
3. Where the Bureau studies of special industries report earnings by occupation, those in office occupations are shown.

The Women's Bureau, U. S. Department of Labor, reports on conditions of work and wages of office workers in its studies. A special survey of conditions for these workers was made in 5 major cities in 1940--Houston, Kansas City, Los Angeles, Philadelphia, and Richmond, Va.

The National War Labor Board. Wage brackets determined for clerical workers have been issued by regional boards for some (but not all) cities in each of the 12 regions, as for example, those for the Chicago area, and the Philadelphia area, and the Atlanta area. Releases are not available at the Washington offices.

National Board of the Y.W.C.A.

1. The Tally Sheet, Oct. 8, 1942. White Collar Women by Juliet O. Bell.
2. Y.W.C.A. Speaks for White Collar Workers. Printed page display of clippings, October 1942.
3. Current articles will be found in issues of the monthly publication, The Woman's Press.

Personnel, January 1942. Publication of the American Management Association. The War and the White Collar Worker. William C. Storie, San Francisco Employers' Council.

U. S. DEPARTMENT OF LABOR
WOMEN'S BUREAU
Washington

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American Management Association, 300 W. 42nd Street, New York.

Illinois Department of Labor. The Illinois Labor Bulletin (monthly). Publishes in November issue earnings of office workers in Illinois factories.

International Council of Office Employees' Unions. A.F. of L. 827 - 14th St., Washington, D. C.

Merchants' Association of New York, 233 Broadway, New York. Mimeo. Material on earnings.

National Board of the Y.W.C.A. 600 Lexington Avenue, New York.
Reports from its many local clubs of business women.
Publishes the Woman's Press (monthly)

National Council of Business Education. Wilkesbarre, Pa.
Publishes Journal of Business Education (monthly)

National Federation of Business and Professional Women, 1819 Broadway, New York.
Reports from its many local branches. Publishes The Independent Woman (monthly)

National Industrial Conference Board, 247 Park Avenue, New York.

National Office Management Association, 1420 Pine Street, Philadelphia, Pa.
Publishes Occupations (monthly, October to May inclusive)

New York State Department of Labor. Publishes, in The Industrial Bulletin for November of each year, earnings of office workers in New York factories.

Office Employes Union No. 11773, 219 McGill Building, Washington, D. C.
Publishes The Office Employes Letter (monthly)

Science Research Associates, 1700 Prairie Avenue, Chicago.
Publishes Vocational Trends (monthly)

Southern States Industrial Council, 1103-1111 Stahlman Building, Nashville, Tenn.

United Office and Professional Workers of America - C.I.O., 8 W. 40th St., New York.
Publishes The Office and Professional News (twice a month)

University of California. Heller Committee for Research in Social Economics, Berkeley, Calif. (Periodic cost of living surveys, clerical workers and other classes separately.)

U. S. DEPARTMENT OF LABOR
WOMEN'S BUREAU
Washington

August 30, 1943

A SELECTED LIST OF REFERENCES ON THE EMPLOYMENT OF WOMEN

	Page
Occupations of Women	1
Women in War Production	2
Training, Selection and Supervision of the Woman Employee	3
Safety and Health of Women Workers	4
Labor Laws Affecting Women Workers	4
Wages and Financial Responsibilities of Employed Women	5
Women's Social and Economic Situation	5

OCCUPATIONS OF WOMEN

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U. S. Bureau of the Census. 16th Census of the United States, 1940. Population, Second Series, United States Summary. (Numbers of women in various occupations and industries.)

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WOMEN IN WAR PRODUCTION

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Baker, Helen and Friedman, Rita B. The Use of Part-Time Workers in the War Effort. Princeton University, Department of Industrial Relations, June 1943. 48 pp.

Employment Security Review. "Womanpower: The Key to the Manpower Problem," (Entire Issue) December 1942.

Fortune. "The Margin Now is Womanpower," February 1943.

Glover, Katherine. Women at Work in Wartime. New York. Public Affairs Committee, Inc., 1943. (Public Affairs Pamphlet No. 77.)

McKelvey, Thelma. Women in War Production. New York, Oxford University Press, 1942, 32 pp.

Office of War Information. War Jobs for Women, November 1942. 45 pp.

Pidgeon, Mary Elizabeth. Women's Work and the War. Science Research Associates, 1700 Prairie Ave., Chicago, Illinois, 1943. (American Job Series Occupational Monograph, No. 36.)

The Survey Graphic. "Women as Manpower," March 1943.

U. S. Civil Service Commission. The First Year: A Study of Women's Participation in Federal Defense Activities. By Lucille Foster McMillin, 1941. 39 pp.

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_____. Women's Employment in Artillery Ammunition Plants in 1942. Bul. 192-2. 1942. 19 pp.

_____. Employment of Women in Manufacture of Cannon and Small Arms, 1942. Bul. 192-3. 1942. 36 pp.

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U. S. Department of Labor. Women's Bureau. Recreation and Housing for Women War Workers, 1942. 40 pp.

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American Management Association. Selecting and Placing Women Workers. By Millicent Pond, 1942. (Production Series No. 138, Solving the Manpower Problem, pp. 14 - 22.)

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National Industrial Conference Board, Inc. Women in Factory Work. 1942. 52 pp. (Studies in Personnel Policy, No. 41)

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National Safety Council. Women in Industry. Safe Practices Pamphlet No. 107. 1942. 8 pp.

U. S. Department of Labor. Women's Bureau. Special Bulletins:
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2 - Lifting Heavy Weights in Defense Industries, 1941. 11 pp.
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4 - Washing and Toilet Facilities for Women in Industry. 1942. 11 pp.
5 - Women's Effective War Work Requires Time for Meals and Rest, 1942. 4 pp.
6 - Night Work for Women and Shift Rotation in War Plants. 1942. 8 pp.
7 - Hazards to Women Employed in War Plants on Abrasive-Wheel Jobs. 1942. 6 pp.
9 - Safety Caps for Women in War Factories, 1943. 4 pp.
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LABOR LAWS AFFECTING WOMEN WORKERS

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_____. State Minimum Wage Laws and Orders: 1942. Bul. 191. 1942. 52 pp.

_____. Exemptions in War Manufacturing from State Hour Laws for Women and Minors (16 and Over). October 1942. 4 pp. Mimeog.

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_____. Women Workers in Their Family Environment. Bul. 183. 1941. 82 pp.

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WOMEN'S SOCIAL AND ECONOMIC SITUATION

Branch, Mary Sidney. Women and Wealth. A Study of the Economic Status of American Women. Chicago, The University of Chicago Press, 1934. 153 pp.

Breckinridge, Sophonisba P. Women in the Twentieth Century. New York, McGraw Hill Co., 1933. 364 pp.

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U. S. Department of Labor
WOMEN'S BUREAU
Washington

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Hutchins, Grace. Women Who Work. 1934.

Pidgeon, Mary Elizabeth. Women's Work and the War. 1943. American Job Series Occupational Monograph, No. 36, Science Research Associates.

June 22, 1943

As Checked by Hook
May 25, 1942

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SOURCES OF INFORMATION

Bureau of the Census - (On occupations, work status, etc.).

Department of Labor - ~~Apprenticeship Section.~~
Bureau of Labor Statistics - Monthly Labor Review, and some reports in special studies.
Women's Bureau - The Woman Worker, and many special studies.

Federal Security Agency - (On applications for employment, occupations, defense training, old age pensions, unemployment insurance). apprentice

Labor Unions with woman members - for example, The International Ladies' Garment Workers.

National Organizations of women - for example, the Young Women's Christian Association.

State Labor Departments, Women's Divisions or Divisions of Minimum Wage - for example, in New York State articles in the monthly Industrial Bulletin.

War Production Board - Labor Division; Training Within Industry Division.

Work~~s~~ Pro~~gress~~ Administration - Unemployment reports.

Periodicals - For example, The Survey; or the Bulletin of the National Consumers' League.

Add - Women in War Industries - By Helen Baker, Industrial Relations Section, Princeton University, 1942 - Suggestions for employers meeting new problems in employment of women
Britain's Fighting Women - In Modern Industry, June 15, 1942
The Employment of Women in War Production, United States Employment Service, Federal Security Agency, May 1942

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Women's Bureau, U.S. Department of Labor.

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The Ministry of Labour Gazette. Monthly. Contains official reports and orders.
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Haslett, Caroline. Women in War-Time Engineering. September 1941. (Available from British Library of Information, New York.)

Women's Bureau, U. S. Department of Labor.

Women in War Industries in Great Britain. October 1941. Supplement, March 1942. Compiled largely from British sources difficult to obtain in many places.
The Employment of Women in Canadian Gun and Rifle Factories. January. 1942. Report of field visits.

GENERAL INFORMATION ON WOMEN WORKERS

The Woman Worker. Published bi-monthly by the Women's Bureau, gives current information.
Women in the United States. By Mary Elizabeth Pidgeon. Women's Bureau Bul.155. 1937. Discusses Employment Trends, Wage Trends, Responsibility for Family Support, Effects of Labor Legislation.
Women at Work. By Eleanor Nelson. Women's Bureau Bul. 161. Revised 1939. Discusses historical aspects of woman employment.
The Woman Wage Earner. By Elisabeth D. Benham. Women's Bureau Bul. 172. 1939. Discusses Women's Place in Industry, Earnings, Participation in Labor Unions, Unemployment.

FIELD SURVEYS OF WAR INDUSTRIES
(Made by the Women's Bureau)

Employment of Women in the Manufacture of Artillery Ammunition. Bul.189-3. 1942
Employment of Women in the Manufacture of Small-Arms Ammunition. Bul.189-2. 1942
The Employment of and Demand for Women Workers in the Manufacture of Instruments. Bul. 189-4. 1942
Women's Factory Employment in an Expanding Aircraft Production Program. Bul. 189-1. 1942.

STANDARDS FOR WOMEN'S WORK IN WAR INDUSTRIES
Source: The Women's Bureau, U. S. Department of Labor

Report of the Conference of the Women's Bureau Advisory Committees. January 1942. Deals with women workers in the war program, in industry, in offices, in the professions; labor standards and community facilities for women war workers.

Effective Industrial Use of Women in the Defense Program. Special Bul. 1. July 1940.

Lifting Heavy Weights in Defense Industries. Special Bul. 2. February 1941.

Safety Clothing for Women in Industry. Special Bul. 3. May 1941.

Washing and Toilet Facilities; Standards for Installation and Maintenance. Special Bul. 4. In Press.

Women's Effective War Work Requires Time for Meals and Rest. Special Bul. 5. In Press.

Night Work for Women and Shift Rotation in War Plants. Special Bul. 6. In Press.

Hazards to Women Employed in War Plants on Abrasive Wheel Jobs. Special Bul. 7. In Press.

The Industrial Health of Women in Wartime Production. May 1942.
Outline of Wartime Use of Women on Farms. Special Bul. 8. In Press

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Anderson, Mary. Women's Jobs in War Production. In Personnel Series No. 56, American Management Association, March 1942. The same address, given before the Association's February Chicago meeting, was read into the Congressional Record of March 26 by Senator Shipstead.

U.S. House of Representatives. ~~Congressional~~ Committee investigating National Defense Migration, Hearings, Part 27, Feb. 3, 4, 11, 1942. Includes testimony as to women in war industries by Mary Anderson and Donald Davenport of the U. S. Department of Labor, and Thelma McKelvey of the Labor Division, War Production Board.

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Employment Service. Occupations Suitable for Women. February 1942. Compiled from Dictionary of Occupations and other sources.

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Office of Education. Women of the United States and the War. By Marguerite Zapoleon. April 1942. Reviews women's status in the armed forces, government work, war industries, voluntary services, training courses.

National Industrial Conference Board. Women in Factory Work. 1942. Suggests to employers plans for employing women, with data as to jobs they can do and necessary work conditions.

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Federal Security Agency. Bureau of Employment Security. ~~Employment Service.~~ Women in War Jobs. In Employment Security Review, April 1942. Shows increases in 1941 and defense occupations suited for women.

National Industrial Conference Board. Women as War Labor Reserves. In Economic Record, February 1942. Discusses trends in woman employment, numbers in war industries in World War I, and numbers now available.

Women's Bureau, U. S. Department of Labor. Supply of Women Can Swell Defense Labor Ranks. Reprint from Woman Worker. January 1942.

Woman Labor Supply. Release March 5, 1942.

Work Projects Administration. Special Memorandum No. 10. April 22, 1942. ~~Report on~~ Woman labor supply in March.
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LABOR LAWS AFFECTING WOMEN WORKERS

Source: The Women's Bureau, U. S. Department of Labor. Numbered bulletins listed below are brought up to date at intervals.

Chronological Development of Labor Legislation for Women. (Historical). Bul. 66-II.
State Labor Laws for Women. Bul. 156.
Part I - Summary (with Supplements to __)
Part II -Analysis of Hour Laws for Women Workers.
State Minimum-Wage Laws and Orders. Bul. 167. (1942 revision in press)
Series of Labor Laws Affecting Women in the States. 1941.
Issued for the following: Illinois, Kentucky, Maryland, Massachusetts, Michigan, New Jersey, New York, North Carolina, Ohio, Pennsylvania, Tennessee, Texas.

Application of State Hour Laws to the Employment of Women on Defense Projects. December 1941.
State Hour Laws for Women. Possible Exemptions in Periods of Emergency in Manufacturing Industries. January 1, 1942.
Labor Standards for Women on War Work. May 1942.

RECENT MATERIAL ON SPECIAL GROUPS OR PROBLEMS OF WOMEN WORKERS

Conditions of Work and Training for Office Employees. January 1942.
Defense Demands for Office Workers. January 1942.
Earnings and Hours in Stores and Restaurants in Michigan. April 1941. (Earlier field studies reported similar data for Maine and Maryland - that is, in industries not under the Fair Labor Standards Act.)
Employment of Women in the Federal Government. By Rachel Fesler Nyswander and Janet M. Hooks. 1941. Bul. 182.
The Legal Status of Women in the United States of America, January 1, 1938. By Sara Louise Buchanan. Bul. 157.
The Migratory Labor Problem in Delaware. By Arthur L. Sutherland. 1941. Bul. 185.
The Occurrence and Prevention of Occupational Diseases Among Women. By Margaret T. Mettert. 1941. Bul. 184.
Office Work in Houston, 1940. Bul. 188-1.

WOMEN'S BUREAU
U.S. Department of Labor
Washington

BRIEF LIST OF REFERENCES TO RECENT INFORMATION AS TO OFFICE WORKERS

I. Women's Bureau Information

- Women's Bureau Mimeographed Material
- Women's Bureau Material in Press or Preparation
- The Woman Worker

II. Brief List of Selected References

- Earnings of Office Workers
- Working Conditions and Health Problems of Office Workers
- Trends Relating to Office Employment
- Office Occupations
- Personnel Practices and Policies in Office Work
- Tests and Training for Office Occupations

February 1942

WOMEN'S BUREAU
U. S. Department of Labor
Washington

I. WOMEN'S BUREAU INFORMATION AS TO OFFICE WORKERS

Women's Bureau Mimeographed Material

Defense Demands for Office Workers. January 1942. (mimeo.)

Conditions of Work and Training for Office Employees. January 1942. (mimeo.)
Contains advance information as to some of the salary rates reported in a recent Women's Bureau field survey, as well as similar data condensed from other sources.

Women's Bureau Material in Press of Preparation

In 1940 and 1941 the Women's Bureau made a survey of wages and conditions in offices in a number of cities. Reports for Houston and Los Angeles are now in press; for Kansas City and Richmond, Virginia, ready to go to the printer; for Philadelphia, in preparation.

Also in press is a report on The Employment of Women in the Federal Government, which refers to the period prior to the increased defense activities in Washington.

The pressure of war activities now delays considerably the receipt of reports sent to the Government Printing Office.

The Woman Worker

This bi-monthly periodical of the Women's Bureau contains information as to clerical workers. Almost every issue notes such data in the section on Women in Labor Unions. The section on Minimum Wage refers to wages established for clerical workers. Other material on office workers also is reported from time to time. Issues are not available in large quantities, but the magazine may be subscribed to through the Government Printing Office for 25 cents a year. (Six issues in the year.)

II. BRIEF LIST OF SELECTED REFERENCES ON OFFICE WORKERS

EARNINGS OF OFFICE WORKERS

Annual Earnings of Salaried and Clerical Labor
In Real Wages in the United States, 1890 - 1926.
Paul H. Douglas, Chap.XIX. 1930.

Average Minimum and Maximum Weekly Salaries of Clerical Employees, in about 50 cities. In American Business, Nov.-Dec.1940, Jan.1940.
Published in How to Select and Direct the Office Staff, 1/
Edward A. Richards and Edward B. Rubin. 1941. Harper.

Average Weekly Salaries of Office Employees in Manufacturing Establishments, October 1937. Southern States Industrial Council. Bul. XV, Jan.11,1938.

Employment and Wage Survey. California. State Personnel Board. 1938.
Mimeo. Data for July 1937.

Office Workers' Earnings. New York State Department of Labor. In Industrial Bulletin. Nov. 1941. (Each year reports on amounts earned in October by office workers in factories.)

Quantity and Cost Budgets for Four Income Levels. March 1941. Published yearly by Heller Committee, California University, Berkeley.

Reports of American Management Association. No. 44. Measuring, Standardizing and Compensating for Office Operations. 1929
No. 88. Employee Selection - Salary Administration. 1939
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Report of the National Salary Survey of the National Office Management Association, 1940-41. 1/

Weekly Salaries of Office Employees. Merchants' Association of New York.
Mimeo. (From pay rolls.)

White Collar Salaries. In The Nation, May 25, 1940.

Women's Bureau, U. S. Department of Labor.
Studies in press: Office Workers' Earnings in Houston, Kansas City, Los Angeles, Philadelphia, Richmond.

1/ Certain of those listed in Women's Bureau mimeo Conditions of Work and Training for Office Employees. January 1942.

WORKING CONDITIONS AND HEALTH PROBLEMS OF OFFICE WORKERS

Health Problem of the White Collar Worker. 1939.
Statement of United Office and Professional Workers to the U. S. Senate Committee on Education and Labor in support of the Wagner Health Bill, S. 1625. Mimeo.

Office Machines. Peter L. Agnew, 1941. Bellman Publishing Co. Boston.
(Working conditions of office machine operators)

Reports on Office Management from the American Management Association.
No. 62. Effect of the Shorter Work Week Upon the Office. 1934.
No. 81. Environment and Employee Efficiency, 1937.
No. 87. Attitudes and Emotional Problems of Office Employees, 1939.

The Use of Office Machinery and Its Influence on Conditions of Work for Staff. In International Labour Review. October 1937.

White Collar Workers, Industry's Forgotten Men and Women. In Modern Industry, November 15, 1941.

TRENDS RELATING TO OFFICE EMPLOYMENT

Business Conditions.

Business Change and the Salaried Employee.
Lewis Merrill, Gen. Pres. United Office and Professional Workers of America. Statement at hearing of Temporary National Economic Committee. April 19, 1940. Mimeo.

Defense Demands for Office Workers. Women's Bureau, Mimeo. Jan.1942.

Growth of Labor Unions

Women's Bureau: See current issues of Woman Worker.

White Collar Unions on Their Way. In Business Week, August 19, 1939

White Collar Workers Begin to Organize. In Common-Weal, Sept.1, 1939.

Clerical Workers Take Democracy Seriously. In Social Work Today, March 1940.

Office Machines More Widely Used (See also Office Occupations)

The Mechanization of Office Work. In International Labour Review. Sept.1938.
(Extracts used in Women's Bureau mimeo "Conditions of Work and Training for Office Employees", January 1942)

Trends in Office Machinery. In The Independent Woman, December 1937.

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Institute of Women's Professional Relations, New London, Conn.
(bibliography) 1935.

1935

PARTIAL LIST OF
MATERIAL ON ECONOMIC STATUS OF WOMEN
AVAILABLE FROM
LARGE WOMEN'S ORGANIZATIONS

AMERICAN ASSOCIATION OF UNIVERSITY WOMEN

Summaries of Studies on the Economic Status of Women.
A bibliography published as Women's Bureau bul. No. 134, 1935.
Study in progress of the Economic Status of Women.

NATIONAL FEDERATION OF BUSINESS AND PROFESSIONAL WOMEN

Earnings of Women in Business and the Professions.
Margaret Elliott and Grace E. Manson, 1930.
The Age Factor as it Relates to Women in Business and the Professions.
Published as Women's Bureau bul. No. 117, 1934.
Study of Employability of Women in Alabama, 1935. Special bul.
Alabama College, Montevallo, Ala.
Changing Patterns in Occupations - A series of 26 pamphlets, reports
of the Occupation Round Tables held at the Northwest Biennial.
(Listed in Independent Woman, June 1936 and other issues.)
The Independent Woman has published vocational articles for
several years, which could be referred to.
(Other studies deal with economic status of groups of professional
women, as for example, those of the American Woman's Association,
the Institute of Women's Professional Relations, and various
alumni and educational groups.)

NATIONAL LEAGUE OF WOMEN VOTERS

The Married Woman and Her Job

NATIONAL WOMEN'S TRADE UNION LEAGUE

The Conditions of Women Workers in the Hotel and Restaurant
Industry, New York, 1933.
The League could make extracts as to wages and conditions of
women's work, from its national files already existing and
by requests to local leagues for such material that now
exists in their files.

YOUNG WOMEN'S CHRISTIAN ASSOCIATION

The Budgeteers - What Does it Cost Business Girls to Live.
Benjamin S. Andrews, Woman's Press, September 1932.
603 Pay Envelopes - Grace Coyle - Woman's Press, October 1932.
From Pay Day to Pay Day - Elsie D. Harper - Woman's Press, December 1933.
Study of Why Married Women Work. Industrial Department of Y.W.C.A.
The Survey, April 15, 1930. Eleanor G. Coit and Elsie D. Harper.

EXCERPTS FROM RESEARCH BULLETIN OF THE NATIONAL EDUCATION ASSOCIATION, May 1935

Los Angeles, California

Riley, T. M. "Remaking the Social Studies in the High School." Educational Method 14:83-88; November 1934.

> The eleventh year offers a one-period general social-studies course entitled "Some Problems of American Citizenship." (p. 86)
>
> The twelfth year, the following courses are offered as electives: economics, social problems, international relations, occupational orientation, Pan-Pacific history, and California history. (p. 87)

Pasadena, California

Bennett, M. E. "The Social-Studies Curriculum in Pasadena." Fourth Yearbook: The Social-Studies Curriculum. National Council for the Social Studies. Philadelphia: McKinely Publishing Co., 1934. p. 152-75.

> Grade 8 stresses industrial America. . . .Grade 12 stresses America today; grades 13 and 14, a choice of electives.
>
> The junior college offers at the end of its last year a capstone course called "Contemporaneous Civilization." The only required work is in grades 7 and 8, eleven A and 12B. (p. 88)

Redwood City, California

Wooldridge, Cyla, and Cowden, Mary. "A Course in Social Living." Junior-Senior High School Clearing House 9: 367-70; February 1935.

> Comprehension of present day problems is achieved through history tests, periodicals, and literature.
>
> Work in current events is considered vital to the course. (p. 89)

Denver, Colorado

Christy, Mary E. "The Social-Studies Curriculum in Denver." Fourth Year-Book: The Social-Studies Curriculum. National Council for the Social Studies. Philadelphia: McKinley Publishing Co., 1934. p. 56-73.

> The necessity is emphasized of so organizing the work in social science that it will bear upon a more intelligent understanding of the contemporary world, and thus have new meaning for students when contributing to an understanding of new issues. (p. 92)

Wilmington, Delaware

Hopkins, L. Thomas. "Social Studies in Wilmington, Delaware." Junior-Senior High School Clearing House 9:14-16; September, 1934.

> The concepts included democracy--social, economic, and political. (p. 95)

Chicago, Illinois

Hill, Howard C., and Keohane, Robert E. "The Social Studies in the Last Two Years of the University of Chicago High School." Progressive Education 11:139-44; January-February, 1934.

> Each of the courses occupied 4 days a week throughout the year and is required. "Economic Society" (10th grade) and "American Political Institutions" (11th grade, seek to develop in pupils an intelligent understanding of the major economic and political aspects of their environment. (p. 98)

Keohane, Robert E., and Hill, Howard C. "The Social-Studies Curriculum in The University of Chicago Laboratory Schools." Fourth Yearbook: The Social-Studies Curriculum, National Council for the Social Studies. Philadelphia: McKinley Publishing Co., 1934, p. 176-93

> A sequence of courses was drawn up designed to aid in an understanding of the modern world in its social, economic, and political aspects, with due attention to the historical and geographical background. (p. 98)

> Curriculum provides for three courses which deal directly with social, economic and political aspects of contemporary society. (p. 98)

Loomis, Arthur K. "The New Curriculum of the University High School of the University of Chicago." School Review 41: 508-18; September, 1933

> The modern world is studied. . . in the junior year a study of economic society. . . in the senior year a study of American political institutions. (p. 99)

Brookline, Massachusetts

Kepner, Tyler, "Unitary History and Its Possibilities." Social Studies 26:6-12; January, 1935.

> The unit organization finally resulting included: I. America--A Part of the British Empire; II. The Growth of Democracy in America; III. The Industrialization of America; IV Cultural and Social America; V. America as a World Power; VI. Today's Problems for Americans. More than one-third of the course is devoted to economic and social history. (p. 112)

Webster Groves, Missouri

Aldrich, Julian Carter. "Teaching the Social Heritage." Junior-Senior High School Clearing House 6:54-56; September 1931

Other units traced the development of industrialism and present-day domestic and foreign problems. (p. 121)

New York, New York

Lucke, Elmina R. "Helping Youth Find His Larger Community." Progressive Education 10:394-98; November 1933

On the 8th and 9th grade levels a study of the development of our own country in the light of this contrasting civilization permits the 9th grade to center on problems of American life.

In the last year of high school American civilization is stressed. (p. 131)

Lucke, Elmina R. "The Social-Studies Curriculum in Lincoln School of Teachers College." Fourth Yearbook: The Social-Studies Curriculum, National Council for the Social Studies. Philadelphia: McKinley Publishing Co. 1934. p. 134-51

In grades 8 and 9 the development of American life is studies. (p. 132)

Rice, Winfield L. "Teaching Economic Citizenship in the High School." Secondary Education 2:111; November 1933. Herschowitz, Minnie L. "The Problem of the Consumer." Secondar Education 2:116-18; November 1933.

Six units cover such topics as importance of work to society, economic activities of New York, pupil's study of an occupation, consumption, and leisure.

Problems of consumer are organized under 7 main topics: Budgeting, the standard of living, characteristics of the modern market, what determines a consumer's choice, ignorance of the consumer, protection of the consumer, spending and saving. (p. 134)

Schenectady, New York

Palmer, Edgar B. "Social Science in the Junior High Schools of Schenectady." Junior-Senior High School Clearing House 4:603-5; June 1930

To furnish background of knowledge of economic conditions necessary for a wise selection of a vocation.

REFERENCES ON THE CLOTHING INDUSTRY

The following is a brief list of recent studies and publications that may be of assistance in a study of the clothing industries. Underlining signifies those referring especially to women's clothing and those containing bibliographies.

Bryner, Edna
The Garment Trades, Cleveland, Ohio. Cleveland Foundation. Foundation Pub. 19. 1926.

Cooper, Lyle W.
Clothing Worker's Factory in Milwaukee. Harvard Business R. v. 9. 89-100. October, 1930.

Hickman, Mildred M.
The Clothing Industry in Cleveland. Cleveland Board of Education. Occupational Series No. 2. Sept. 1, 1928. (Contains bibliography.)

Lorwin, Lewis.
The Women's Garment Workers. 1924. (Contains bibliography.)

Magee, Mabel A.
Trends of Location in the Women's Clothing Industry. University of Chicago Press. January, 1930. Pages 24-31 consist of a brief of the equipment used, the division of labor within a plant and the methods of assembling garments in women's clothing manufacture.

Popkin, M. E.
Organization, Management and Technology in the Manufacture of Men's Clothing. 1929.

Other publications giving information as to occupations and processes within the clothing industries are as follows:

Abbott, Edith
Women in Industry. Chap. "Clothing Industry". Pp. 215-245.

Butler, Elizabeth B.
Women and the Trades. Chapter VI. Pp. 101-140. Oct. 3, 1916.

Carpenter, Frank G.
How The World Is Clothed. N. Y., Cincinnati. 1908.

Cooke, Morris L.
The Men's Ready Made Clothing Industry. 1921.

Hurtland, Cleo
Study of Dress and Waist Industry for the Purpose of Industrial Education. U.S. Bureau of Labor Statistics Bulletin No.145.

U.S. Department of Labor. Bureau of Labor Statistics Bulletin 183, M16. Regularity of Employment in the Women's Ready-to-Wear Garment Industries. Pages 18-20 consist of a description of

occupations within the garment industry including cutting, sample making, operating, basting, finishing, pressing, buttonhole making, cleaning and examining.

United States Department of Labor, Bureau of Labor Statistics, Bulletin 147. 1915. Wages and Regulation of Employment in the Cloak, Suit and Skirt Industry. Pages 111-128 consist of a descriptive analysis of occupations divided into four groups, those connected with: (1) Planning and designing garment and making pattern; (2) Cutting cloth from pattern; (3) Actual construction of garment; (4) Pressing.

United States Training Service. Training Bulletin No. 17. 1919. Training workers in the Woman's Cloak, Suit and Skirt Industry. The Bulletin consists of a plan for the organization and conduct of training for cutters, pressers, machine operators and hand sewers in industrial establishments. While written primarily for the use of employers in the training of employees in individual plants, much information is given as to the classification of operations with detailed instructions as to proper method in handling of each, the stages of apprenticeship, the order of progress in the plant. A helpful bibliography is included.

University of California. Department of Education. Bureau of Research in Education. Study No. 3. A Survey of the Garment Trades in San Francisco. While the study confines itself largely to the making of shirts and workingmen's wear, giving illustrations of processes and description of individual operations, some material is included on the making of women's clothing.

Several recent publications that, while they do not deal specifically with the clothing industries, may be of assistance in the study of systems of production, since they deal with methods of payment, incentive systems, etc., are as follows:

Balderston, C. C.
Group Incentives. 1930. Contains bibliography.

Diemer, Hugo.
Wage Payment Plans. 1930.

National Industrial Conference Board. Systems of Wage Payments. 1930.

Certain periodicals that should be consulted either in connection with the women's clothing industry or with systems of production are as follows:

The Advance. (Weekly organ of the Amalgamated Clothing Workers.)
Factory and Industrial Management.
Justice. (Weekly organ of International Ladies' Garment Workers.)
The Manufacturing Clothier.
Monthly Labor Review.
Taylor Society Bulletin.
Textile World.

UNITED STATES DEPARTMENT OF LABOR
Women's Bureau

Selected Reading List

on

Working Conditions of Women in Industry

Compiled February, 1929.

I. General

Abbott, Edith.
Women in industry. New York. D. Appleton & Co. 1924. 409 pp.

Commons, John R. and Andrews, John B.
Principles of labor legislation. New York. Harper Brothers. 1927.
ch. VII. pp. 356-421. Safety and Health.

Great Britain. Industrial Fatigue Research Board. Reports. London. H. M. Stationery Office.
No. 49. On the relief of eyestrain among persons performing very fine work. 1928. 25 pp.

_____ _____ No. 42. Rest pauses in industry. A review of the results obtained. 1927. 21 pp.

_____ _____ No. 44. The physique of women in industry. A contribution towards the determination of the optimum load. 1927. 137 pp.

_____ _____ No. 47. Two studies on hours of work. 1928. 30 pp.
1. Five-hour spells for women with reference to rest pauses.

New York State Department of Labor.
Special Bulletin No. 141. First principles of industrial posture and seating. Prepared by Bureau of Women in Industry. Albany. January, 1926. 13 pp.

_____ Industrial Bulletin. December, 1927. Rest pauses as adapted by five industrial establishments. v. 7; p. 76-77.

Pennsylvania (State) Department of Labor and Industry.
Special Bulletin No. 10. Conference on women in industry. Dec. 8-9, 1925. p. 36-88. Papers by: Richard H. Lansburgh, Mary Van Kleeck, E. R. Hayhurst, Lillian M. Gilbreth, J.B. Le Clerc, Harry D. Immel. Harrisburg. 1926.

United States Department of Labor. Bureau of Labor Statistics. Monthly Labor Review. v. 27, November, 1928. pp. 933-35. Industrial posture and seating.

United States Department of Labor. Women's Bureau. Bulletins. Washington. Government Printing Office.
No. 59. Short talks about working women. 1927. pp. 7-9. Standards for the employment of women. pp. 17-20. Working conditions.

_____ _____ No. 63. State laws affecting working women. 1927. 51 pp.

_____ _____ No. 65. The effects of labor legislation on the employment opportunities of women. 1928. 498 pp.

United States Public Health Service. Washington. Government Printing Office.
Reprint No. 1156 from Public Health Reports. A resume with comments of the available literature relating to posture. May 6, 1927. 30 pp.

_____
Reprint No. 990. Dust inhalation and its relation to industrial tuberculosis. Feb. 13, 1925. 19 pp.

_____
Reprint No. 1150. Review of literature on the physiological effects of abnormal temperatures and humidities. April 8, 1927. 63 pp.

Vernon, H.M.
Industrial fatigue and efficiency. London, George Routledge. New York. E. P. Dutton & Co. 1921. 264 pp.
ch. VI, Work spells and rest periods, pp. 98-116.
ch. XII, Factory conditions, pp. 227-249.

II. Studies of particular industries, localities, and groups.

Consumers' League of New York.
Behind the scenes in a hotel. New York. Consumers' League. February, 1922. 47 pp.

_____ _____
Behind the scenes in candy factories. New York. Consumers' League. 1928. 67 pp.

Kelley, Florence.
Wage-earning women in war time: The textile industry. Journal of Industrial Hygiene 1: 261-83. Oct.,1919.

New York State Department of Labor. Special Bulletins. Albany.
No. 130. A study of hygienic conditions in steam laundries and their effect upon the health of workers. Prepared by Division of Industrial Hygiene. 1924. 110 pp.

_____ _____ No. 109. The employment of women in five-and-ten-cent stores. Prepared by Division of Women in Industry. Sept., 1921. 68 pp.

_____ _____ No. 154. The paper box industry in New York City. Prepared by Bureau of Women in Industry. January, 1928. 90 pp.

United States Department of Labor. Women's Bureau. Bulletins. Washington. Government Printing Office. No. 20. Negro women in industry. 1922. 65 pp.

_____ _____
No. 25. Women in the candy industry in Chicago and St. Louis, 1923. 72 pp.

_____ _____
No. 47. Women in the fruit growing and canning industries in the State of Washington. 1926. 222 pp.

_____ _____
No. 62. Women's employment in vegetable canneries in Delaware. 1927. 47 pp.

_____ _____
Bulletins on women in industry in various States, 1922 to 1927.

U.S. Department of Labor and Commerce.
Report on condition of woman and child wage earners in the United States. Washington. Government Printing Office. 1910-12. v. 1, 2, 3, 4, 9, 11, 12, 19.
Summary in U.S. Bureau of Labor Statistics Bulletin No. 175. December, 1915. 445 pp.

United States Public Health Service. Washington. Government Printing Office.
Public Health Bulletin. No. 116. Lead poisoning in the pottery trades. May, 1921. 223 pp.

_____ Public Health Bulletin No. 81.
The effect of gas-heated appliances upon the air of workshops. (Garment industry.) January, 1917. 83 pp.

DEPARTMENT OF LABOR
WOMEN'S BUREAU
WASHINGTON

Memo:

From- I.A.Spring

In re- Number of W.P.A. Nurseries.

At Miss Anderson's request, I checked with Mrs. Kerr's office in regard to the number of W.P.A. Nurseries. The estimate is ----

Nurseries in from 1250-1500 localities (may be more than one nursery in a locality), caring for over 50,000 children. An accurate reporting system is being set up, and W.B. will be placed on the list to receive same.

Langston

1250 - 1500

O.K. Marshall 9/3/42

Cleveland 1250 - 1500 Projected Increase

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WPA Nurseries to Aid Mothers Working in War Plants

Day care for approximately 50,000 children of mothers who are working in war industries will be provided by the six million dollars recently voted for extension of the WPA day-care program, Mrs. Florence Kerr, assistant WPA commissioner, reported yesterday.

This number will be in addition to the 55,000 children already being served in 1250 localities, Mrs. Kerr told Brig. Gen. Philip B. Fleming, acting commissioner of WPA.

"With the opening of new schools under the wartime program mothers in increasing numbers are being freed to go into bomber plants, munitions works and other war production activities."

"The school operates on a minimum 6-hour day and in some cases 8, 10, 12 and even 14 hours a day.

WOMEN'S BUREAU
U. S. Department of Labor
Washington

ARE NURSERY SCHOOLS AND KINDERGARTENS SERVING THE CHILDREN OF WORKING MOTHERS?

Need For More Schools Indicated

(Source: Education for Victory, Official Biweekly of the United States Office of Education, Federal Security Agency, Vol. 1, No. 11, p. 3, 8-1-42)

Nearly three-fourths of 1,103 nursery schools and kindergartens reported to the U. S. Office of Education in June that their enrollment for the year 1941-42 included children whose mothers are employed outside the home. The number of such children ranged from 1 to the full school enrollment. Half of the schools reported from 1 to 5. A third reported from 6 to 25 and the remainder increased in number to 107 for one school. The average proportion of children of working mothers for the enrollments of all the schools is somewhat more than a third.

. . . Two-thirds of the schools wholly supported by tuitions and three-fourths of the schools conducted as laboratories in colleges and universities reported children of parents who are employed. Frequent reference was made in reports from schools of this last type, to the volunteer war work many of the parents are doing.

Geographical location evidently influences the numbers of children of mothers employed outside the home. In the States bordering the Pacific where many of the largest war industries are located, 8 out of 10 of the schools of all types of sponsorship have enrolled children whose mothers are working. Nearly three-fourths of the schools in the Eastern and Southern States report children enrolled whose mothers are employed outside the home. The proportion is less for the States in the North Central part of the country with not quite two-thirds of the schools enrolling children whose mothers are employed.

A CIVILIAN DEFENSE

VOLUNTEER OFFICE

WHAT IT IS
HOW IT IS SET UP
WHAT IT DOES
HOW TO ORGANIZE IT

UNITED STATES
OFFICE OF CIVILIAN DEFENSE
Washington, D. C.

We, the people . . . . . .

In this critical moment of our history, all of us, from all walks of life, all shades of political opinion, all races and creeds, must organize and train ourselves—to defend ourselves.

And when we join together to defend our local community we add strength not only to our local community but to our national community as well—we help to fortify our whole union.

FRANKLIN D. ROOSEVELT
President of the United States

A CIVILIAN DEFENSE VOLUNTEER OFFICE

	Page
What It Is	1
How It Is Set Up	3
What It Does	8
How To Organize It	13
Volunteer Activities in Civilian Defense	15
Training Courses in Civilian Defense	27
Volunteer Enrollment Card	29
Work Opportunity Card	31
Regional Directors	34
Voluntary Participation Committee	34

UNITED STATES

OFFICE OF CIVILIAN DEFENSE

WASHINGTON, D. C.

The horrors of all-out war are not pleasant to consider. But, unfortunately, facts are facts. The pattern of Axis aggression is clearly recorded in bombed cities, enslaved peoples, treacherous fifth columnists' lying promises, and the destruction of human freedoms. War no longer merely pits army against army, navy against navy. It reaches down to the old and the young; to peace-loving men, women, and children in their homes. This record cannot be blinked away by wishful thinking.

The new type of war was the choice of the Axis. Czechoslovakia, Poland, Holland, Belgium, France, Jugoslavia, Greece, Norway, and Luxemburg found themselves unprepared and fell under the ruthless control of the dictators. The experience of these nations has been unbelievably sad; they learned their lesson the hardest way. The entire world has had its warning—the United States is heeding it.

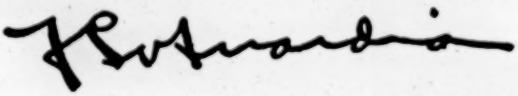
Every patriotic citizen, no matter what his politics, creed, race, or personal position, must unite to prepare his country for whatever dangers may be ahead. Our Army and Navy is being built to full strength at great sacrifice by millions of men. But now, more than ever before, our strength is the strength of each citizen. We are therefore recruiting a new protective force—Civilian Defense. Every citizen, whether young or old, rich or poor, man or woman, is needed.

Civilian Defense has two tasks:

1. The first is to prepare for the day we pray may never come; when bombs and artillery fire fall on our cities, towns, and the countryside, and when men, women, and children must stand prepared to defend their homes and liberties.
2. The second is to better the health, economic security, and well-being of our people, to make our country strong.

The job is tremendous, calling for the cooperation of all community organizations and of each and every citizen, to one end—community defense. The Office of Civilian Defense will direct this national movement. But the responsibility for organizing and training will rest on each and every local community. Each and every citizen can be used. The Civilian Defense Volunteer Office in each locality is the place for all to enroll and train.

The United States has something real to defend—the inalienable right, in its simplest terms, to lead, in our own way, decent lives.



U. S. Director Civilian Defense.

A CIVILIAN DEFENSE VOLUNTEER OFFICE . . . *What it is*

Its purposes

I. To recruit men and women volunteers for civilian defense and to recommend them to local civilian defense programs and established community agencies whose services need to be expanded.
II. To strengthen morale through the satisfaction which will come to civilian volunteers—those with much leisure and those with little—by doing useful community work.

Its functions

I. To discover and promote opportunities for volunteers in the following types of local programs:

1. Civilian protection programs.
2. Federal and State programs in the fields of health, family security, recreation, social protection, child welfare, and education.
3. Programs of established public community agencies and those of private agencies accredited locally.
4. Other local programs such as information services to men in uniform and defense industry workers and their families; USO programs; consumer information; salvage programs; promotion of the sale of defense savings bonds, etc.
5. American unity programs such as intergroup good will; safeguarding civil liberties; adult education; patriotic rallies, exhibits, etc.
6. Programs in liaison with war relief organizations.

II. To serve as a clearing house for programs of training by—

1. Finding out what training is needed, what is already being offered, and keeping up-to-date records of available courses.
2. Making arrangements for needed additional courses.

III. To coordinate the recruiting and enrollment of all men and women volunteers without supplanting the recruiting already being done by such agencies as the Red Cross and city departments, merely asking them to clear with the Volunteer Office. Arrangements should be made to use all volunteers who have been trained by responsible existing private welfare and health agencies.
IV. To interview volunteers and refer them to training or jobs suited to their individual capabilities.

V. To maintain standards of volunteer service in the various local programs using volunteers.

VI. To report quarterly to the local Defense Council or to the United States Director of Civilian Defense when he requests such information, the number of volunteers placed in the various local programs or in training courses and the number of hours of service rendered.

The purpose of Volunteer Offices is the same regardless of the size and type of community and the functions vary only insofar as the presence or absence of organized facilities necessitates.

A CIVILIAN DEFENSE VOLUNTEER OFFICE . . . *How it is set up*

Sponsoring group

A Civilian Defense Volunteer Office is an integral part of the local defense organization. It functions as a separate unit under the local Defense Council, preferably under a section or division on Volunteer Participation. It has a close relationship with any social planning council which exists.

Governing board

As the Volunteer Office is a coordinating service belonging to the whole community, it is administered by a board composed of men and women, representative, as far as practical, of all interested community groups—women's organizations, labor organizations, men's civic organizations, patriotic organizations, church groups, social agency boards, fraternal orders, etc. The board should be strictly non-political in character. It should include a liaison representative from both the board of the Defense Council and that of the social planning council.

When the number of interested community groups is too large to make it practical to build an administrative board on a representative basis, an advisory board should be made up of these people. From this board, an executive committee should be elected to be responsible for administration. In rural counties where there may be fewer organizations to represent, care should be taken to have the board representative of all interested groups.

The board or the executive committee has the usual officers and standing committees on Finance and Publicity.

The viewpoint of officials and professional people—city officials, social workers, doctors, nurses, dieticians, and others who use volunteers—should be secured through an advisory committee.

Where the Volunteer Office serves an entire county in which there are incorporated cities, towns, and villages, no attempt should be made to represent individual cities or towns on the board. This representation can come through branch offices which handle enrollment and referral of volunteers in the various localities.

Committees

An extensive staff for a Volunteer Office is not recommended even in the case of large metropolitan areas. Since effective operation of a Volunteer Office requires extensive planning, the board or the executive committee should appoint at least the following three

committees (the chairman and the director serving as a member of each, ex officio):

1. Placement Committee—which refers volunteers to jobs and training courses, but only after it has secured the facts about them.
2. Training Course Committee—which clears existing training courses and makes arrangements for the development of any needed courses.
3. Recruiting and Enrollment Committee—which is responsible for recruiting and enrolling volunteers to fill the jobs found.

These groups plan the above phases of the work, and arrange the training of the volunteer staff who do the greater part of the work. Suggestions for the type of training needed are given under *Staff*.

Staff director

A Volunteer Office should, if it is to function effectively, have a full-time director. The duties of the director consist chiefly in organizing and managing the Volunteer Service Office and guiding its relationships. The principal qualifications are, therefore, administrative ability; knowledge of community organization; initiative; leadership; ability to make good contacts with people.

Small communities, such as towns or rural counties, may be able to secure a well-qualified volunteer who will serve as director. Large metropolitan areas, on the other hand, may have to pay an executive.

Such executives may be found among men or women who have had experience in a council of social agencies, a personnel bureau, or as a college dean or counselor and who are not professionally employed because of home duties. The board of the Volunteer Office should endeavor to persuade such persons to make their skill available in this emergency. In some instances they may be financially able to volunteer their services and in others they may agree to work for a relatively low salary.

Other sources for a director are public and private social agencies; the public employment service, which might have on its staff workers who are ready for promotion to an executive position or which might have suitable candidates enrolled with it; and, in larger cities, any private employment service which specializes in handling executive personnel.

Other staff

A Volunteer Office should also have at least one full-time clerical worker. Where branch offices are necessary, there should be in each branch a full-time clerical worker who has executive ability. In small communities such workers may often be persuaded to serve on a voluntary basis, but in large metropolitan areas the full-time clerical workers will more often have to be paid.

Volunteer workers may be used very effectively to carry out the work planned by the Placement Committee and the Recruiting and Enrollment Committee.

The course for training the Placement Committee workers should cover the following topics:

1. The Civilian Defense Volunteer Office—what it is—what it does.
2. Standards of volunteer service.
3. Review of organized community services.
4. How to interview department and agency heads.
5. How to fill out the forms for getting facts about jobs.
6. How to use the files of the Volunteer Service Office.
7. How to interview a volunteer to check his or her suitability for the job, including the proper approach to a volunteer.
8. How to maintain good relationships with the departments or agencies to which volunteers are referred.
9. How to use referral forms and how to record a placement.

The course for training the Recruiting and Enrollment Committee workers should cover the following topics:

1. The Civilian Defense Volunteer Office—what it is—what it does.
2. Standards of volunteer service.
3. Types of volunteer jobs and qualifications for workers in each case.
4. Review of organized membership groups in the community.
5. Methods of recruiting.
6. How to interview prospective volunteers.
7. How to fill out enrollment cards.

Where volunteers are being trained simultaneously to do the above-mentioned jobs, both time and effort can be saved by having joint sessions of the training courses when basic subject matter is being dealt with. For example, there could be a joint session on "The Civilian Defense Volunteer Office—what it is—what it does." Similarly, there could be a joint session on "Standards of volunteer service." Such economizing should be avoided, however, when a joint session results in bringing together a group larger than 35 or 40 because in such a group, discussion is virtually impossible.

In sizable cities where there are a number of organized services, it will be relatively easy to get leadership for such courses. Rural communities, having less easy access to organized services, should turn to the county welfare department and the extension department of the State University to furnish leadership for training volunteers to do their work.

Quarters and Equipment

The size and type of the community affects the quarters needed by a Volunteer Office. Whenever possible, the board should try to get rent-free quarters.

In a community of less than 500,000 population there should be no need for more than one Volunteer Office, unless the residential section is so widely scattered as to make branches advisable. In communities of over 500,000 and in densely populated counties, however,

there is need for branch offices. The board of the Volunteer Office should determine how many branches are needed and what locations would be strategic. Both the central office and the branches must have space which provides adequately for privacy in interviewing and for necessary filing equipment.

In the case of both the central office and branches, quarters should be bright and attractive, decorated by a flag, defense posters, and any other material which will aid in making civilians realize the urgency of the defense program. A little time and thought by a group of volunteers can produce most desirable looking quarters without necessitating any large outlay of funds.

The matter of adequate files for Volunteer Offices is extremely important. When a hundred volunteers must be made available immediately to a local civilian protection program, the files must be geared to yielding such information speedily. Moreover, this operation must be performed with a minimum of disorganization to the total file, so that the Volunteer Office will be ready to handle a call for fifty additional volunteers which may come in shortly thereafter.

It is impossible in a manual of this sort to discuss in detail the filing system of a Volunteer Office. The various branches of the United States Employment Service, located in all States and in over 3,000 localities, have personnel who are expert in the matter of filing. It is therefore suggested that Volunteer Offices secure advice from their nearest public employment office as to suitable cards for registering volunteers and recording information about jobs and as to suitable filing systems. Using this group is doubly wise, because they are near at hand for additional advice when it is needed. This manual contains a list of the forms usually needed in Volunteer Service Offices and displays two of the forms. This material can be used as a basis for discussion in the conference with the public employment office. Care has been taken to make the suggested forms simple. If Volunteer Offices use their own forms, they should keep them simple.

Budget

If the community is a very small city or town, or a rural county, the cost of operating a Volunteer Office may be virtually nothing. Some organization, like the public school or the Red Cross, will probably lend someone to direct the office, and the detailed work will be carried on by volunteers whom the director will train. In larger communities, local business firms with trained personnel directors may be persuaded to loan them to organize and direct the Volunteer Office. Quarters may be loaned and so may furniture and filing equipment. The only cash expenditures may be for such items as telephone, stationery and printing, postage, and office supplies. In many communities even printing may be donated.

In large communities where it is impossible to borrow a qualified director, a paid director will be required, for the Volunteer Office must be organized and operated on a businesslike basis. In such

communities, where branch offices are necessary, a director, a paid clerical worker, and a paid clerk in each branch are essential. Funds for operation will have to be secured, even though quarters, furniture, and filing equipment have all been donated.

When funds must be secured, the board of the Volunteer Office should request the local Defense Council or the mayor for support. It is also well to request support from civic and service organizations, women's organizations, community chests, etc. When securing support from organizations of this sort, it is preferable to have a number of them, rather than one, contribute, so that the Volunteer Office will not be thought of as the project of any one group.

It is not practical to discuss here the amount needed to operate a Volunteer Office because this figure will vary greatly in relation to the size of the community and the amount of paid staff needed.

A CIVILIAN DEFENSE VOLUNTEER OFFICE . . . *What it does*

Finds and promotes jobs

Before Civilian Defense Volunteer Offices recruit volunteers, the Placement Committee should begin to collect facts concerning work opportunities for volunteers. This study should cover—

I. Civilian protection programs.
II. Federal and State programs in the fields of health, family security, recreation, social protection, child welfare, and education.
III. Programs of established public community agencies and those of private agencies accredited locally.
IV. Other local programs such as information services to men in uniform and defense industry workers and their families; USO programs; consumer information; salvage programs; promotion of the sale of defense savings bonds, etc.
V. American unity programs such as inter-group good will; safeguarding civil liberties; adult education; patriotic rallies, exhibits, etc.
VI. Programs in liaison with war-relief organizations.

At the same time, the Volunteer Offices should learn for which jobs training is needed and whether training of an approved type is already available or must be developed. (See pp. 16 to 27 for the list of typical volunteer jobs and training courses.)

The Office of Civilian Defense is issuing in cooperation with the Office of Health Defense and Welfare Services, and other Federal Departments, manuals listing and describing what volunteers can do in the various fields of health, family security, recreation, nutrition, social protection, child welfare, and education, and what training they will need. These manuals will be distributed by the respective Federal Departments to their State and local units and will undoubtedly stimulate the use of volunteers. They will be of great assistance to Volunteer Offices in their effort to discover and promote volunteer jobs and volunteer training courses.

In promoting the wise use of volunteers, the Placement Committee should urge any organization or agency which uses volunteers regularly to take the following steps. These provide a sound foundation for the building of a good volunteer program. The agency should—

I. Appoint a member of the board as chairman of volunteers.
II. Assign a staff member as supervisor of volunteers.

III. Analyze the total work to see what jobs are suitable for volunteers, preparing in the case of each job a description covering duties, time required, qualifications necessary—including special training—and arrangements for supervision.

In large cities or suburban counties where the Volunteer Office is set up with branch offices, the job of discovering and promoting jobs for volunteers belongs entirely to the central office. If a branch office should learn of jobs where volunteers are wanted, it should notify the central office in order that the director, or the volunteers trained to do job-finding, may check the opportunity to determine whether the work is suitable for volunteers and whether the training and supervision are adequate.

Clears training program

Also before they recruit and enroll volunteers, Volunteer Offices should begin to collect facts about what satisfactory training is available and what needs to be developed. The Placement Committee secures much of this information when it locates jobs. However, the Training Course Committee has to do the clearing. If the courses are given by local units of national organizations, they can be reviewed to see whether they measure up to the standards set by the Office of Civilian Defense for national training programs.

If they are purely local courses, these standards will be useful in judging them. Manuals of the Office of Civilian Defense,[1] previously described, will serve as a guide for local communities in this work.

If the study of the local training program reveals that there are important types of training lacking, the Volunteer Office should take the initiative in making arrangements for such additional courses and apprentice training as the community may need. If the missing part of the training program is in a field where a nationally standardized course has been developed, the Volunteer Office should take steps to get the proper local organizations to offer such courses. If the training needed is purely local in character, the Volunteer Office should urge whatever local organizations are best fitted through personnel and equipment to take on this responsibility.

In large communities where there are branch offices the entire responsibility for clearing training programs should be lodged with the central office.

Recruits and enrolls volunteers

When the work of collecting facts about jobs to be done and the making of arrangements for needed training have been begun, a Volunteer Office is ready to recruit and enroll volunteers, but not before. The Recruiting and Enrollment Committee has this responsibility. A Volunteer Office must recruit actively so as to make available to the civilian defense program the best volunteer skill in the community.

[1] Also those prepared in cooperation with the office of Coordinator of Health, Welfare and Related Defense Activities and other Federal Departments.

It should be remembered that "volunteer" means a person who gives service without remuneration. A volunteer may have a very definite skill to offer. Nurses, social workers, nutritionists, occupational therapists, recreation leaders who are unable to be employed full time because of home duties or other reasons may be able to give many hours a week. Every effort should be made to interest such people in making such time available.

The skilled civilians will be especially useful in helping to train the unskilled civilians. For, all civilians who are willing to learn and be disciplined have a vital place in the defense program. Volunteer Offices should make this fact plain and should give wide publicity to the kinds of work which have to be done and the opportunities for learning how to do it.

A strong initial recruiting drive is important if the Volunteer Office is to get off to a good start. There should be enough "blare of trumpets" to stimulate civilians to enroll, and continuous publicity is necessary, for recruiting does not end with the initial drive.

Recruiting plans should be made at the central office, even if a community has branch offices. Much recruiting can be done through contacts with organized groups—professional organizations, civic organizations, industrial groups, labor groups, church groups, women's groups, etc. Such contacts are more easily made from the central office. Enrollment should, however, be decentralized when a community has branch offices.

Enrollment is of course continuous after the initial period. It is the initial enrollment, however, which may present problems. In communities which are small enough to have only a central office, enrollment for jobs should take place as soon as an adequate volunteer staff has been trained. In communities where branch offices are necessary, it may be impossible to secure sufficiently well trained volunteers to man all branches at once. The expedient thing to do is to stagger the initial enrollment, moving the well-trained staff from branch to branch until the entire job is done.

Branch offices should send duplicates of all enrollment cards to the central office. This is important in order that—

1. There may be a central pool of information regarding the vital tasks civilian volunteers are prepared to do.
2. The central office may know in emergencies where to find quickly special types of ability.

Refers volunteers to jobs or training courses

After the groundwork for operation has been laid, the Placement Committee can begin its task of connecting volunteers with training courses or jobs. This is the heart of the work.

There are two principles which are basic to effective placement of volunteers. Every Volunteer Office should heed them. They are:

1. That volunteers should be placed where they are best fitted to serve, following the same principles which hold for good placement of paid workers.
2. That volunteer service which is of a part-time or temporary nature should be supplementary to that of a full-time staff, whether paid or volunteer, so that there may be continuity in the program.

Referral to training courses can be made immediately after enrollment with the understanding that when the quota for a class becomes filled, volunteers may have to be placed in a second or third section of a course.

In communities where there is only a central office, referral of qualified persons to jobs may be made immediately after enrollment. In communities where branch offices are necessary, referral to jobs at the time of enrollment is possible only when those jobs are to be done within the area which the branch serves. Only then is there no possibility of duplication between branches. In the case of other jobs, branches may make referrals only when the central office requests them to do so. In such large-scale placement of volunteers as Volunteer Offices are expected to carry on, it is not practical to give every volunteer an interview in addition to the interview at the time of enrollment. Volunteers should be referred without subsequent interview to all temporary jobs—such as the collection of salvage materials—where large numbers are needed, and to other large-scale activities where the service is to be of a relatively short duration. Only those volunteers who are to fill regular long-time jobs such as nurse's aide and case work aide—where it is of the utmost importance for the volunteer to be carefully selected, should be given an additional interview. Because of the necessity for re-interviewing in the case of certain placements, however, all volunteers should enroll at the Volunteer Office nearest to their location between 9 a. m. and 5 p. m. regardless of the time of day during which they will render their defense service.

All volunteers who are given jobs by a Volunteer Office, wear the official emblem of O. C. D. and either a uniform or an arm band. (Arm bands are to be used for men volunteers except in instances where the wearing of a uniform is essential.) Volunteers enrolled in training courses wear the emblem only. Arm bands and emblems will be furnished by the O. C. D. to all communities which organize Civilian Defense Volunteer Offices. Uniforms for the various types of workers should be of the standard type approved by O. C. D. Volunteers, who are financially able, are expected to provide themselves with these uniforms. For those unable to buy their own, the Volunteer Office should make provision, using local funds for this purpose.

Maintains good standards of service

A Volunteer Office should communicate periodically with the departments and agencies where it places volunteers. This is essential in order that the volunteer may find the most satisfactory channel of service and the agency the most satisfactory workers. In instances where the volunteer or agency is not satisfied a change should be made. It is good neither for the morale of the volunteer nor the agency to allow a person to remain as "a square peg in a round hole."

It is neither practical nor expedient in large scale placement of civilians, however, to secure individual reports on the work of each volunteer. An informal contact with each agency is all that is possible. Wherever practical, individual workers in the Volunteer Office should be assigned responsibility for keeping in touch with specific groups.

Keeps the public informed

The community must know of the facilities and work of the Volunteer Office, if it is to be of maximum usefulness. It is, therefore, highly important that through the press, on the air, through speakers before organizations, and through informative leaflets and bulletins, the work of the Volunteer Office and the ways in which volunteers are serving be kept constantly before the public. Publicity of this sort stimulates civilians to volunteer and agencies to develop additional ways in which volunteers may serve. There is need for a carefully worked out plan. The publicity committee does this job in cooperation with the Defense Council's publicity committee.

A CIVILIAN DEFENSE VOLUNTEER OFFICE . . . *How to organize it*

Before making any move to organize a Civilian Defense Volunteer Office, the interested group should find out whether the community already has a clearing house for volunteer work. Such clearing houses exist in fifty or more communities in the country at this time. They are known generally by such names as: "Central Volunteer Bureau," "Volunteer Service Bureau," "Volunteer Placement Bureau," or "Volunteer Department of the Council of Social Agencies."

Many of these bureaus have been in existence for some time and have done a carefully planned and well-executed job. The volume of work which they have handled has not been large but the organization and set-up which most of them have is readily adaptable to expansion to proportions suitable for large-scale activity. Every effort should be made to interest such a group in expanding to the proportions needed in this emergency and in adopting the official name, "Civilian Defense Volunteer Office".

In many communities, a Volunteer Office may be in the process of being formed, for State Defense Councils are being urged to sponsor them. If a careful check reveals none, then the interested groups should take steps at once to get a Civilian Defense Volunteer Office under way.

It is important for the group which initiates the organization of a Volunteer Office to secure the support of several elements of the community before proceeding. The following are the steps which should be taken in most communities, regardless of size:

1. Propose a Volunteer Office to the local Defense Council and offer to organize it. If no defense council exists, make this proposition to the Mayor or the County Commissioners.
2. If there is a social planning council or welfare coordinating agency, secure its cooperation.
3. Try to have the Chamber of Commerce back the idea.
4. Show health, welfare, and educational groups how they can cooperate by planning ways in which the volunteers will be used.
5. Demonstrate to civic organizations—both men's and women's—service clubs, women's clubs, church groups, professional groups, and other groups from which volunteers will come, the value of a centralized service.

6. As each organization becomes interested, find out whether it could help to support the bureau.
7. Form, with the cooperation of the defense council and the social planning council, if these two bodies exist, a widely representative organizing committee and include representation from both of these groups.
8. Get the organizing committee to draft a plan for creating the Volunteer Office, including arrangements for financing if a budget will be needed.
9. When this plan is ready, call a representative meeting—representative of both those who will volunteer and departments and agencies which will use volunteers—and discuss it.
10. When the plan is accepted, get authorization for the organizing committee to select a slate for a board and set a time to meet and elect the board.
11. Hold a special meeting of the same representative group and any others whose interest has meanwhile been discovered and elect the board.
12. When a board is elected, the Volunteer Office is ready to undertake the work described in the section of this manual entitled, "A Civilian Defense Volunteer Office—What it does."

Volunteer Activities in Civilian Defense

The ability of this country to defend itself depends as much upon the stamina and morale of its men, women, and children as upon the caliber of the armed forces and their equipment. Therefore, it behooves each community to make sure that the services and facilities for its citizens are as adequate as the organized community services and volunteers can make them.

The following list indicates the various types of services in a community that volunteers can perform. Many of the programs or agencies mentioned will not be found in all communities. However, in all types of communities there are needs for service which must be met and the list includes many programs found in any community.

The list makes clear the various protection programs that will enroll volunteers. Enrolled volunteers in such programs must be trained and must be available to act in an emergency. Before an emergency comes, however, some of these volunteers may have time to perform other useful community services and in a crisis they will be more efficient volunteers in the specified protection programs if they have also had the training and discipline that accrues from holding another volunteer job.

The list includes opportunities for volunteers in the established community agencies, whose services play a major part in strengthening the home front. Manuals are being prepared by the Office of Civilian Defense and other Federal agencies which will give complete information on volunteer opportunities in the various fields of social welfare related to defense: family security, child care, health, nutrition, recreation, social protection, and education. These manuals will also recommend training courses, types of apprentice training, suggestions as to where to look for proper leadership for the courses, etc.

"Volunteer" is used herein to mean a person who gives service without remuneration. Some volunteers will, therefore, be equipped to give service of a professional quality while others will be untrained. The list does not mention the opportunities which can be filled solely by people with professional background, as it is obvious where they will fit in.

The volunteer opportunities listed in the following sections have been suggested by the Federal agencies active in each field. The list is intended to be illustrative rather than exhaustive.

I. Volunteer Opportunities in Civilian Protection Programs.

1. Give air raid warden service.
2. Give messenger service.
3. Give nurse's aide service.
4. Serve in medical corps.
5. Act as fire watcher.
6. Serve in rescue squads.
7. Serve in drivers' corps.
8. Serve in emergency food and housing corps.
9. Serve in decontamination corps.
10. Serve in staff corps.
11. Act as auxiliary policeman.
12. Act as auxiliary fireman.
13. Serve in bomb squad.
14. Serve in demolition and clearance crew.
15. Serve in road repair crew

II. Volunteer Opportunities in Programs for Unity.

1. Develop forums or "town hall meetings" discussing local, national and international topics, etc.
2. Develop prodemocracy programs, including essay contests, poster contests, speech contests.
3. Arrange for library exhibits to coincide with topics under discussion (see above); for portable book exhibits at place of meeting; for traveling book exhibits on democracy and community problems.
4. Sponsor activities which will bring people of different nationalities together—including discussion programs, pageants, etc.
5. Establish classes in English, American history and citizenship.
6. Form classes to study local government.
7. Work for improved intergroup relations.
8. Work on committees concerned with promoting and safeguarding civil liberties.
9. Work on programs for salvaging needed materials.
10. Work on campaign promoting sale of defense bonds and stamps.

III. Volunteer Opportunities in Recreation and Special Services for Men in Uniform and Defense Industry Workers.

1. Assist in information centers for men in uniform and families.
2. List restaurants and lodgings with prices.
3. Prepare a guide on community facilities.
4. Make arrangements for week-end dormitory facilities.

5. Investigate room vacancies and maintain a room registry.
6. Mend clothes of men in uniform at camp centers.
7. Secure home town editions of papers from local editors.
8. Prepare a list of available current attractions.
9. Prepare a list of available recreation facilities.
10. Organize athletic contests; plan outings; provide increased recreation facilities in the community.
11. Prepare a magazine and book collection for camp libraries and community centers.
12. Serve as hostesses, chaperones, dance partners, etc.
13. Assist in recreation programs in United Service Organizations buildings and similar centers.
14. Arrange a home hospitality program for men in uniform.
15. Arrange special transportation for community events.
16. Arrange for guest tickets or price reduction for community events.
17. Provide transportation facilities for defense industry workers, where none exist, to their place of employment and for men in uniform from the camps to the nearby towns.

IV. Volunteer Opportunities in Consumer Programs.

1. Assist in establishing consumer information centers to advise consumers on their buying problems and to make available services of federal, state, and local agencies which can serve consumers. (HANDBOOK ON HOW TO SET UP AND OPERATE A CONSUMER INFORMATION CENTER, available upon request from the Consumer Division, Office of Price Administration and Civilian Supply, Washington, D. C.)
2. Help to organize traffic study clubs to plan the most efficient use of community transportation facilities and of individual methods of transportation.
3. Help to arrange to make available to consumers, wherever possible, through the services of a technically competent consultant, information on supplies of consumer goods.
4. Establish food consultation centers where home-makers can discuss their food problems with a trained home economist or nutritionist.
5. Promote public forums and organize study groups on food buying problems, budgeting, intelligent family shopping.
6. Promote a local market news radio service to inform consumers of best buys.
7. Check on adequacy and enforcement of sanitation ordinances in order to insure minimum standards of decent housing.
8. Publicize the services of Homes Registration Bureaus and serve as volunteer assistant in their offices to supplement the paid staff.

V. *Volunteer Opportunities in the Health Field.*

A. *Hospitals, public and private, general and specialized.*

1. *In the out-patient department.*

Operate an appointment system for patients.

Act as guides for patients referred to other clinics or sections of the hospital.

Give clerical assistance, take notes from doctors, or give messenger service to doctors, nurses, clinic supervisors etc.

Transport patients.

Weigh and measure patients.

Assist with mothers' clubs, teach certain aspects of child care.

2. *In the wards.*

Give nurse's aide service (after passing Red Cross nurse's aide course) to assist registered nurses so that they may extend their services to more patients.

Perform messenger service for patients and personal services.

Escort patients to other hospital departments, such as X-ray physiotherapy, etc.

Give routine information on patient's condition in answer to telephone inquiry.

Initiate and maintain recreational program.

3. *At the reception desk.*

Issue passes to visitors.

Direct or guide visitors within the hospital.

Give information about visiting hours, transit routes, and such matters.

4. *In the patients' library.*

Inaugurate a library if none exists; catalogue books; review and distribute books.

Distribute magazines and books to patients.

5. *In the occupational therapy department.*

Collect necessary materials.

Teach crafts.

Assist professional therapists with simple aspects of treatment.

6. *In the supply room.*

Make surgical dressings; fold supplies; mend linen and hospital gowns.

7. *In the social service department.*

Make arrangements for convalescent care, appliances, etc.

Give messenger service to case workers.

Transport patients.

Assist case workers.

B. *Clinics* of all kinds—whether operated independently under city health departments, under visiting nursing associations, tuberculosis and health associations, or other auspices.

(For detailed volunteer opportunities see *Hospitals—Outpatient department, reception desk, social service department, nurses' aide service.*)

C. *Convalescent homes, institutions for the handicapped* (children and adults).

Organize play services of various types; conduct story-telling hours for children; lead singing groups; arts and crafts groups; etc.

Write letters.

Supply transportation.

Give clerical assistance and messenger service to doctors and nurses.

Operate a library.

Conduct recreation program.

D. *Tuberculosis and health associations and cancer societies.*

Promote immunization campaign.

Assist in clinics operated by the associations (for details, see *Clinics*).

Transport patients and staff.

Show health education movies to groups; speak before groups or on radio.

E. *Public health nursing programs.*

Give nurse's aide service (after passing Red Cross nurse's aide course) to assist the public health nurse.

Assist with mothers' classes.

Assist in clinics.

Give clerical assistance.

Teach cooking to patients' families.

Give recreational work to patients, such as knitting, basketry, etc.

Make surgical supplies and layettes.

Give motor service.

Develop a library and other services for shut-ins.

Speak before groups or on radio on matters of health education.

F. *City or county health departments.*

Give nurse's aide service (after passing Red Cross nurse's aide course) in baby health clinics, pre-natal clinics, field nursing services.

Man information centers on health facilities.

Give motor service.

Assist in clinics—as indicated under *Hospitals.*

Teach first aid.

Promote immunization campaigns.

Promote venereal disease control, especially in defense areas.

Work on education programs for better nutrition.

Assistant laboratory technicians.

VI. Volunteer Opportunities in the Field of Nutrition.

A. *Jobs for nutrition aides*—laymen who have taken the recognized twenty-hour nutrition course of the Red Cross or the equivalent. (For canteen service the Red Cross requires this twenty-hour course in nutrition as prerequisite to the canteen course.)

1. Prepare adequate meals for their own familes and reform their own families' poor food habits.
2. Organize adult classes in nutrition or food preparation in cooperation with local nutrition committee.
3. Take initiative in organizing and seeking sponsorship for such programs and assist in school lunch and playground lunch service.
4. Assist professional nutritionists in conducting food clinics or food consultation service.
5. Assist in food service at day nursery.
6. Assist in preparation of exhibits and educational materials for use in local stores, clubs, restaurants, etc.
7. Organize neighborhood discussion groups to arouse interest in need for better nutrition and provide information as to how this may be obtained.
8. Stimulate interest in and help organize community gardens and canning projects.

B. *Jobs for service in training*—laymen who wish to be of service immediately, before or during the taking of a nutrition course. While some of the services suggested do not require an intimate knowledge of nutrition, it is recommended that volunteers take some type of nutrition course for the benefit of themselves and their families as well as for the added interest and understanding that they will have for the work.

1. Assist in local publicity for nutrition programs. Keep clipping file of nutrition material.
2. Devise ways and means of providing reliable reading material on nutrition for distribution to local libraries or circulating libraries as recommended by State and local nutrition committees. Serve as librarian or custodian of such material.
3. Assist in distribution or preservation of local food surpluses.
4. Encourage and arrange for mothers with small children to attend nutrition classes. This may involve care of children and transportation to and from meetings.
5. Work with social agencies and public health organizations in securing equipment for food preparation and service for needy families.
6. Give clerical assistance to nutritionists or nutrition aides as indicated.
7. Assist in preparation and service of school lunch.

VII. *Volunteer Opportunities in the Field of Education.*

A. *Public schools.*

1. *General.*

Assist in testing sight.
Assist in testing hearing (audiometer).
Give motor service.
Give clerical service.
Assist in the conduct of parent-teacher programs aimed at physical preparation of the pre-school child for school life.
Assist health authorities in the schools during immunization campaigns; also during outbreaks of children's diseases.
Assist school health workers in conducting the health examination of school children and the follow-up of those found in need of medical attention.
Teach classes in home hygiene and care of the sick.
Teach classes in first aid.
Organize and conduct, when authorized by defense authorities, "collection campaigns" that may contribute to the supply of materials for defense purposes of which there is a shortage; provided that the campaign is such that it makes it advisable for the participation of school children.
Conduct a clean-up campaign for school grounds and individual homes; improve school ground areas.

2. *In the visiting teacher department.*

Aid case workers by friendly visiting and assisting with special outings for children.
Tutor sick or retarded children.
Take children to and from clinics or special schools.
Give clerical assistance.

3. *In the vocational-guidance department.*

Aid counselors in interviewing and following up children.
Collect occupational information.
Make studies of special groups of out-of-school youth.
Give clerical assistance.

4. *In classes for handicapped children.*

Assist in the conduct of classes for the crippled, the partially blind, the partially deaf, mentally deficient, tuberculous, cardiac, and other children generally found in special classes.
Teach crafts.
Tutor nonambulant children.
Teach Braille; copy books in Braille.

5. *In the school lunch department.*

Aid the manager or dietitian.
Give clerical assistance.
Assist in service.

6. *In small schools which do not have lunchroom facilities.*
   Help to plan menus in terms of supplies available.
   Discover what types of morning and evening meals the children have as a basis for planning the school lunch.
   Help to prepare a hot lunch.
   Suggest food to be brought from home to supplement the school lunch.
   Send home to parents copies of the school lunch menus.

VIII. Volunteer Opportunities in the Field of Recreation and Informal Education.

A. *Public recreation departments; public school recreation centers; settlement houses; libraries; community centers; local units of national agencies such as Boy Scouts, Girl Scouts, Campfire Girls, Y. M. C. A., Y. W. C. A., church groups, etc.* In such agencies, the volunteer jobs related to the various types of activities are relatively the same. The principal ones are:

1. *On playgrounds.*
   Lead active games, lead quiet games, tell stories, coach athletics. Act as life savers in swimming pools.
2. *In clubs and classes.*
   Act as leaders for all sorts of interest groups, such as sewing, cooking, art, music, drama, crafts, etc.
   Act as leaders for adult discussion groups on current topics.
   Teach a variety of subjects, such as current events, citizenship, art and music appreciation, etc.
   Arrange special activities.
3. *In libraries.*
   Organize book drives; sort and arrange books, pamphlets, clippings, and pictures.
   Secure and furnish a suitable reading room in areas without adequate library facilities.
   Act as custodian of books in areas without adequate library facilities.
   Give radio talks, book talks, and arrange forums to encourage reading of books related to the national-defense program and the American way of life.
   Transport books to outlying districts, welfare organizations, and to industrial plants.
   Assist librarian, give clerical assistance, arrange exhibits, lead discussion groups on books read by children.
4. *In administration.*
   Give clerical assistance, assist with publicity, keep clipping file, make statistical reports.

B. *Special recreation programs for children in defense areas.*

1. Provide children of defense workers who live in trailers or in housing projects with opportunities for play, story telling, and dramatization under suitable conditions.
2. Provide supervised transportation to and from playgrounds and other recreation activities.

IX. *Volunteer Opportunities in the Field of Family Security, Child Care, and Service to Single Persons.*

A. *Protective Societies,* including social protection programs in defense areas. (Same general services as Private Family and Children's Agencies, see below.)

1. *In Service Centers* in defense areas where girls and women receive temporary care and social assistance while working out their individual difficulties.

Help locate available buildings and furnishings.
Give clerical assistance.
Supervise or arrange recreation, as library, movies, games.
Plan special parties.
Collect magazines and books.
Take patients to clinics.

B. *Day Nurseries*—those long established and those organized in or near defense-area industrial plants.

Supervise play; lead clubs; teach dancing, music, crafts, etc.
Help with physical care.
Tell storeis or read to children.
Arrange special parties—birthday, Christmas, etc.
Give clerical assistance.

C. *Nursery Schools.*

(Same general services as Day Nurseries.)

D. *Private Family and Children's Case-work Agencies.*

Make friendly visits to aged, blind, shut-ins, refugees, etc.
Give motor service.
Accompany children or handicapped persons to clinics.
Tutor handicapped or specially gifted children.
Shop for children or handicapped persons.
Gather furniture or household equipment to rehabilitate families.
Study food requirements in relation to budget requirements.
Work out low-cost diets.
Operate used-clothing shops.
Verify official records—statistical, school, etc.
Tabulate information on comunity resources for use of clients and staff members.
Give clerical assistance.
Answer telephone or operate switchboard.
Gather and tabulate factual data from agency records.
Act as receptionist, receiving clients, directing to right source, taking preliminary information, etc.

E. *Departments of Public Welfare.*

Because of the legal foundation of these agencies, certain responsibilities, such as establishing eligibility, determining the amount of the grant, etc., must be exclusively the responsibility of the paid staff. However, many of the volunteer services now rendered in private family and children's

agencies point to possible opportunities for volunteer service in a public department. Such service would assist the paid staff and make the client's contacts with the agency of a more helpful and beneficial nature.

(Volunteer opportunities under these agencies are the same in general as those listed above under Private Family and Children's Agencies.)

F. *Traveler's Aid Societies.*

(Same general services as private family and children's agencies). Assist in information services in terminals and railway stations. Provide recreation for children between train connections.

G. *Legal Aid Societies.*

Give legal advice and help to clients unable to pay for such counsel. (Lawyers only qualify.)

Give clerical assistance.

H. *Probation and Parole.*

Assist probation officers, parole advisers, etc.

Act as personal, friendly adviser as "big brother" or "big sister."

Give clerical assistance.

Take children to clinics.

I. *Institutions for Children.*

Give clerical assistance.

Act as receptionist.

Supervise recreation; direct dramatics; teach music, art, dancing, crafts.

Arrange outside recreation, such as drives and trips to movies, museums, etc.

Take patients to clinics.

Assist paid staff with physical care.

Tutor.

Read to children and tell stories.

Collect books and magazines; act as librarian.

J. *Maternity Homes.*

(Same general services as Institutions for Children.)

X. *Volunteer Opportunities in the Field of Housing.*

Make vacancy surveys and inspect vacancies in accordance with the standards established by the federal division of Defense Housing Coordination and to local Homes Registration Office.

Lead recreation clubs and classes in housing projects.

XI. *Volunteer Opportunities in Local Chapters of the American Red Cross.*

There are opportunities for volunteer work in all the services of a *Red Cross Chapter* and particularly in the eight Corps groups under Volunteer Special Services, briefly described as follows:

1. *Staff Assistance Corps*—serves as an organizing and record-keeping staff whose help is available to all other services. Its members file, type, keep books, prepare reports, work on information and reception desks, translate, and organize classes for other services.
2. *Production Corps*—provides clothing for refugees, hospital comfort articles, and surgical dressings. Its members sew, knit, mend, and operate electric cutting machines and sewing machines.
3. *Braille Corps*—makes books for the blind. Its members transcribe, duplicate, and bind books in Braille, read to the blind, and teach them to read the Braille system.
4. *Canteen Corps*—provides meals for projects sponsored by the Red Cross, is prepared to furnish mass feeding in disasters, and supplies assistance for garden and food conservation projects. Its members attend food and nutrition classes and get practical experience in feeding large groups.
5. *Motor Corps*—furnishes transportation needed in connection with all Chapter services. Its members collect garments and materials, provide transportation for outings of men in Government hospitals, take patients to clinics, and drive ambulances. Training in first aid, safe driving, and motor repair is required.
6. *Nurse's Aide Corps*—assists the professional nursing staff of hospitals, clinics, public health nursing organizations, schools, and industrial hygiene services. Its members work under the supervision of registered nurses. The requirements for membership in this Corps are stringent and the training course approved by the Office of Civilian Defense is mandatory.
7. *Home Service Corps*—assists the Chapter to discharge its obligation to active service and ex-service men and their families. Its members visit and interview families and individuals under supervision. Training in social case work practices is required of all applicants.
8. *Hospital and Recreation Corps*—is concerned with the maintenance of the morale of the active and ex-service men in hospitals. Under the direction of the medical officer, its members provide recreational work for the patients. They may also act as receptionists in clinics. The satisfactory completion of a prescribed course and of a probationary period is required of all who wish to join the Corps.

XII. *Volunteer Opportunities in Food Conservation Programs.*

Take stock of fruit and vegetable surpluses and arrange for collection and distribution in fresh or preserved forms through school lunches, community kitchens, etc.

XIII. *Volunteer Opportunities in War Relief Organizations.*

A. *Production.*
   Knit.
   Sew.
   Make surgical dressings.
   Pack such material for shipping.
B. *Office and Clerical Work.*
C. *Publicity, Speaking, etc.*
D. *Messenger Service.*

Training Courses in Civilian Defense

It is impossible at this stage of the development to give a complete list of training. The following are typical of training which is underway or contemplated:

1. Health—Hospital work, occupational therapy, home nursing, physical fitness.
2. Family and Child Welfare—Case-work aide service, child welfare service.
3. Recreation—Group leadership, mass recreation.
4. General—First aid, publicity, public speaking, community needs and facilities.

Some standardization of training for volunteers has been done. The following are instances:

Training	Agencies standardizing	Auspices of training
First aid	Office of Civilian Defense and American Red Cross	Red Cross.
Nurse's aide	Office of Civilian Defense and American Red Cross	Red Cross.
Nutrition aide	Nutrition Division of OPA of Defense Health and Welfare Coordinator and American Red Cross.	Red Cross.

Training responsibilities for civilian protection in the Office of Civilian Defense are limited to the issuance of instructional data to be applied by the State and local defense organizations and to whatever guidance in setting up instructional schools may be necessary.

In many subdivisions of the civilian defense set-up, a large portion of the instruction can be applied only after enrollment, since the type of instruction is essentially practical in character, and not necessarily uniform in scope as between localities. For instance:

Air-raid wardens.
Fire watchers.
Rescue squads.
Auxiliary police.
Auxiliary firemen.
Demolition and clearance squads.
Road-repair squads.
Staff corps.
Decontamination squads.
Bomb squads.

The thoroughness of the instruction required in large cities, to contend with the intricate problems involved in congested areas and skyscraper buildings, will not be essential in the thousands of smaller communities. The test of efficiency must be applied by local conditions.

Courses now worked out and of use in equipping workers for civilian protection—duties are:

Nurse's aide.
First aid.

Types of instruction now being developed and of use in civilian protection are:

Fire fighting.
Gas defense.

Volunteer Enrollment Card

The Volunteer Enrollment Card which follows is, so far as is known, the best card for both large-scale and small-scale operations.

In interviewing a volunteer, the registrar uses not only this Volunteer Enrollment Card but also a mimeographed list of "Work Classifications." She discovers which of the types of work classified, the volunteer is able to do and on the basis of this classifies the volunteer in the column of the Volunteer Enrollment Card headed, "Work Classification." She does this, however, only after completely interviewing the volunteer and filling out both sides of the Volunteer Enrollment Card.

An easy way to file the Volunteer Enrollment Card is to use a white card for the interview and for listing the volunteer's various work classifications. This card is then filed according to the first classification, i. e., the main skill of the volunteer. Blue cards should be used for listing any other work classifications of the volunteer, a separate card being used for each and these should be filed according to the secondary skills of the volunteer. The primary skill, Classification 1, should be listed as Classification 2 on the blue card or cards, so that quick reference can be made from the blue card to the white card. Blue cards need contain nothing else except the volunteer's name. The Volunteer Enrollment cards should be filed in alphabetical order according to work classifications, e. g., typists would be filed under the letter "T" and nurse's aids under the letter "N."

The master file showing the name, address, telephone number, and primary work classification of each volunteer is the means of locating in the Volunteer Enrollment File the cards of any particular person when all that is known about him or her is the name.

Work Opportunity Card

The Work Opportunity Card which follows is designed for recording information about the types of jobs which volunteers can do. One card should be filled out on each type of job. The cards should be filed in alphabetical order by the name of the agency.

VOLUNTEER ENROLLMENT CARD

ENROLLING OFFICE

DATE | MALE | FEMALE

LAST NAME (PLEASE PRINT)	FIRST	MIDDLE	WORK CLASSIFICATIONS	TRAINING DESIRED
HOME ADDRESS	PHONE		1	
CHANGE ADDRESS	PHONE		2	
BUSINESS ADDRESS	PHONE		3	
CHANGE ADDRESS	PHONE		4	

MARITAL STATUS: MARRIED, SINGLE, WIDOWED, DIVORCED	NUMBER OF CHILDREN UNDER 6 YEARS	IN GRADE OR HIGH SCHOOL	HEIGHT	WEIGHT

AGE	PLACE OF BIRTH	IF FOREIGN COUNTRY STATE WHETHER NATURALIZED

VISION	HEARING	TELEPHONE VOICE	PHYSICAL FITNESS FOR CHOSEN WORK

SKILLS, SPECIAL INTEREST, OR HOBBIES

LANGUAGES (SPECIFY)	ENGLISH S R W	S R W	S R W	PASSENGER CAR AVAILABLE	LICENSED DRIVER

TIME AVAILABLE

S	
M	
T	
W	
T	
F	
S	

TIME NOT AVAILABLE

(OVER)

Form —— CIVILIAN DEFENSE VOLUNTEER, OFFICE OF ——————.

CIVILIAN DEFENSE OATH

"I faithfully pledge my devotion to my country, the United States of America. When called upon for Civilian Defense service, I agree to put myself under orders. I solemnly promise to perform satisfactorily the tasks assigned to me until such time as I am relieved of my responsibility. I will strive unceasingly to do my duty to the best of my ability so long as my services are needed."

Signed _____
(Volunteer)

EDUCATION	NAME AND LOCATION OF SCHOOL	YEARS COMPLETED	MAJOR SUBJECT	DEGREE OR CERTIFICATE	DATE RECEIVED
GRAMMAR SCHOOL					
HIGH SCHOOL					
COLLEGE					
GRADUATE					
TECHNICAL OR BUSINESS					

VOLUNTEER TRAINING COURSES COMPLETED

WORK HISTORY RECORD

PLACE OF WORK	SUMMARY OF DUTIES OR WORK PERFORMED	
LAST		LENGTH OF SERVICE
ADDRESS		DATE LEFT
SUPERVISOR		PAID VOLUNTEER
NEXT LAST		LENGTH OF SERVICE
ADDRESS		DATE LEFT
SUPERVISOR		PAID VOLUNTEER
NEXT		LENGTH OF SERVICE
ADDRESS		DATE LEFT
SUPERVISOR		PAID VOLUNTEER

REMARKS

WORK OPPORTUNITY CARD

AGENCY		WORK CLASSIFICATION	NUMBER WORKERS NEEDED
ADDRESS	PHONE	SUPERVISOR	
PERSON TO CONTACT		PERSON TO WHOM WORKER REPORTS	
SEX	EDUCATION	EXPERIENCE	
AGE RANGE	PERSONAL QUALIFICATIONS	PHYSICAL QUALIFICATIONS	
MARITAL STATUS	DUTIES TO BE PERFORMED		
HOURS			
TEMPORARY			
PERMANENT			
OTHER (SPECIFY)			
EMPLOYMENT FACTORS		RECEIVED BY	DATE

(OVER)

VOLUNTEERS REFERRED

DATE REFERRED	NAME	RESULT	DATE LEFT	REMARKS

Reference material

List of forms

Volunteer Offices need a large number of forms, some printed, some mimeographed. What follows is merely the minimum.

1. Form for recording information about jobs. This should be a printed card, 5 by 8 inches. See page 31 "Work Opportunity Card".
2. Form for recording information about training courses. This can be a letter size, mimeographed sheet, 8½ by 11 inches.
3. Form for recording information about organizations: Setup, personnel, standards of work, adequacy of volunteer program. On this form can also be listed the types of jobs in which this organization uses volunteers and the types of training courses which it offers. This can be a mimeographed sheet, 8½ by 11 inches.
4. Form for recording information about the volunteer. This should be a printed envelope card, 5 by 8 inches. See page 29 "Volunteer Enrollment Card".
5. Form for recording referrals and placements of the volunteer in jobs or training courses. This should be a printed sheet, size 7⅞″ x 9⅞″ so that it can be folded and slipped into the Volunteer Enrollment Card which is an envelope card.
6. Form for recording names, addresses, telephone numbers and primary work classification of volunteers. This is the master file which makes possible the location of Volunteer Enrollment Cards when only the name of the volunteer is known. This can be a mimeographed card 3 x 5 inches.
7. Form for introduction of volunteer and notice of result of agency interview. This should be mimeographed on a United States postal card. It can be presented by the volunteer to the organization, filled out by the organization to indicate acceptance or rejection of the volunteer and mailed to the Volunteer Service Office.
8. Form for keeping daily and monthly record of referrals and placements. This should be a printed sheet, size 11″ x 17″, on which the main headings refer to work and training classifications and the subheadings, to "referred," "accepted," "rejected."

The Office of Civilian Defense will not furnish printed forms. The two forms displayed herein may be reproduced locally.

Regional Directors

Region I:
Dean James M. Landis, 9 Park Street, Boston, Mass.

Region II:
Col. Franklin D'Olier, Port Authority Building, 111 Eighth Avenue, New York, N. Y.

Region III:
Col. Clifton Lisle, acting, Enoch Pratt Library, 400 Cathedral Street, Baltimore, Md.

Region IV:
Dr. Joseph G. Menendez, Room 205, City Hall, Atlanta, Ga.

Region V:
Col. Robert S. Harsh, acting, 427 Cleveland Avenue, Columbus, Ohio.

Region VI:
Maj. Raymond J. Kelly, 1200 South La Salle Street, Chicago, Ill.

Region VII:
Col. Edward Le Roy Wilbur, acting, 620 World-Herald Building. Omaha, Nebr.

Region VIII:
Mr. R. E. Smith, Room 1014, Majestic Building, San Antonio, Tex.

Region IX:
Mr. Charles R. Page, 233 Sansome Street, San Francisco, Calif.

Volunteer Participation Committee

Mayor F. H. LaGuardia, *Chairman*
Mrs. Anna Rosenberg, *Secretary*

Region I. Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island and Vermont.
Miss Jane Seaver.
Mr. George Putnam.
Mr. Edmund Burke.
Mr. Hugh Lyons.
Dr. Kenneth M. Sills.

Region II. Delaware, New Jersey and New York.
Mrs. J. Borden Harriman.
Mrs. Anna M. Rosenberg.
Dr. Edmund E. Day.
Mr. Josiah Marvel.
Mr. Louis P. Maciante.

Region III. District of Columbia, Maryland, Pennsylvania, and Virginia.
Mrs. Gifford Pinchot.
Mrs. Dwight Davis.
Mr. William C. Bullitt.
Dr. John Stewart Bryan.
Region IV. Alabama, Florida, Georgia, Louisiana, Mississippi, North Carolina, South Carolina, and Tennessee.
Mr. Jonathan Daniels.
Mrs. Ellen S. Woodward.
Mr. S. E. Roper.
Mr. W. E. Jacobs.
Judge Blanton Fortson.
Region V. Indiana, Kentucky, Ohio, and West Virginia.
Mr. Frank Grillo.
Mr. Carleton B. McCulloch.
Mrs. Ruth Bryan Rohde.
Bishop Reverdy C. Ranson.
Mr. Lawrence Hager.
Region VI. Illinois, Michigan, and Wisconsin.
Mrs. Dorothy McAllister.
Mr. Van A. Bittner.
Mr. William T. Evjue.
Mrs. Rosa Gregg.
Region VII. Arkansas, Iowa, Kansas, Minnesota, Missouri, Nebraska, North Dakota, South Dakota, and Wyoming.
Mr. Al Schindler.
Mrs. Raymond Sayre.
Judge John P. Devaney.
Mr. Henry Monsky.
Mr. R. T. Wood.
Region VIII. Arizona, Colorado, New Mexico, Oklahoma, and Texas.
Mr. Homer P. Rainey.
Mr. James Patton.
Mr. John W. Herbert.
Mrs. Thomas Owen.
Mr. A. S. McBride.
Region IX. California, Idaho, Montana, Nevada, Oregon, Utah, and Washington.
Miss Helen Gahagan.
Dr. Aurelia Henry Rheinhardt.
Mr. C. J. Haggerty.
Mr. Raymond W. Gill.
Mrs. John Boettiger.

U. S. GOVERNMENT PRINTING OFFICE

OFFICE OF CIVILIAN DEFENSE

Washington, D. C.

JUN 25 1943

WOMEN'S BUREAU
JUN 26 1943
DEPARTMENT OF LABOR

Miss Mary V. Robinson, Chief
Information Division
Women's Bureau
Department of Labor
Washington, D. C.

Dear Miss Robinson:

Just a line this time to inform you that the packets of war information materials, which you so kindly helped us prepare, have been completed and sent to the field. You will be interested to know that 20 government agencies cooperated in the project. In all, 120 select pieces of material -- pamphlets, posters, leaflets, discussion guides, etc. -- were included.

During the past few weeks we have had an increasingly large number of requests for such packets. I am sure, therefore, that the materials your agency contributed will be put to very good use. Please accept once more our appreciation for your cooperation.

For your information I am enclosing a copy of the covering letter which was sent with the packets.

Cordially yours,

Francis O. Wilcox

Francis O. Wilcox, Chief
Program Services Section

Enclosure

FOR VICTORY
BUY
UNITED STATES DEFENSE BONDS AND STAMPS

To the Director of the Defense Council War Information Center:

This packet of materials about the war -- pamphlets, leaflets and posters -- has been arranged through the courtesy of various Government agencies. While it is by no means complete, it is designed to serve as a nucleus around which you can build your local War Information Center. No doubt you will want to add additional items produced by both Government and non-Government agencies to complete your display.

In view of the shortage of paper, these materials should be carefully and effectively used. Many centers have arranged attractive displays so as to catch the attention of casual readers and community leaders who might be interested. Some have built display racks comparable to the one illustrated on the sheet enclosed. In no case should the materials be tucked away in files or drawers where they will not be actively used.

In addition to building attractive displays, many War Information Centers have called the attention of local defense council committees, teachers, speakers and interested groups to the availability of the materials. By taking this positive approach they have made a real contribution to the war effort. Local study clubs, church groups, women's clubs, schools, civic organizations, labor, business, fraternal and farm groups, as well as youth serving organizations may find such material extremely helpful in carrying on their programs. You can do a real service if you will keep them informed.

In many instances you will want to order additional copies. In such cases please follow the procedure indicated on the sheet enclosed, ordering only the number of copies which can be effectively used in your community. If your War Information Center is not located in the library, you should consult your local librarian before completing plans for the development of your Center. It is probable that the library has received some of these pamphlets as well as numerous other publications about the war.

If you wish to receive sample copies of new publications to be issued in the future by Government agencies, please notify your State War or Defense Council. They will then relay the information to the regional office of the OCD.

M-7750

ADVANCE RELEASE

OLD

ADVANCE RELEASE: For FRIDAY Afternoon Papers, June 4, 1943.
Felt-71164

OFFICE OF WAR INFORMATION
OFFICE OF CIVILIAN DEFENSE

OCD-35

Although Fire Guard work is considered the most difficult and dangerous of volunteer Civilian Defense assignments, women will be recruited as regular members of Fire Guard Squads, and will work on exactly the same basis as men, James M. Landis, Director of Civilian Defense, announced today.

Women outnumber men in the British Fire Guard organization. The normal ratio is one man to two women in a British squad, but in many sectors, three out of four Fire Guards are women. They also serve in staff positions, organizing and directing thousands of Fire Guards.

"This is one of the most exacting volunteer jobs American women have been asked to assume," Mr. Landis said. "Women who are members of Fire Guard squads will be protecting their own homes, their own families and their own neighbors from fires caused by incendiary bombs. Women are already doing splendid work as Air Raid Wardens, and in other phases of Civilian Defense, and I know that they will be equally ready to assume this new and dangerous responsibility."

The Fire Guards will receive special training enabling them to deal effectively with new bombing tactics and resulting fires in target area cities and towns. A Fire Guard squad is a neighborhood team, made up of three or four men and women, each squad serving an area of about a city block. Their job will be to locate and extinguish incendiary bomb fires while they are small, thus releasing city fire equipment and personnel to fight blazes too large for pump tank or stirrup pump treatment. Each squad will be equipped with a pump tank, or similar equipment. They will locate fires, man the pump tanks and put out small fires. They will also be responsible for calling heavier equipment to the scene when necessary.

"Fire Guard duty is active duty, calling for cool heads, stamina and good judgment," Director Landis said. "Through this network of volunteers trained to fight fires before they gain headway, many disastrous conflagrations and heavy casualties may be prevented."

Some concessions are made to women serving in British fire defense assignments. They are not asked to serve in certain of the more dangerous positions, such as dock areas, and the rule has been to give them day or evening shifts, although during many of the all night raids, women Fire Guards stayed at their posts all night.

No ratio of men and women has been established for the American Civilian Defense Fire Guards, but the typical squads will contain both men and women. Before being assigned to duty, Fire Guards will receive 16 hours of intensive training and will be drilled in the use and care of small fire fighting equipment. Once assigned to their posts, both men and women must become thoroughly familiar with the buildings, exits, roof-tops and location of special fire hazards within their assigned areas.

(over)

The Fire Guards are being organized within the Warden Service of the U. S. Citizens Defense Corps. The Fire Watchers, being replaced by the Guards, are transferring to the new unit. Surpluses from other units of the Citizens Defense Corps should be transferred to the Fire Guards.

The initial goal is 1,500,000 Fire Guards, providing half a million trained squads. Recruiting of new volunteers will be handled by the Civilian Defense Volunteer Offices.

No. 30

OCD NEWS LETTER

APRIL 15, 1943
WASHINGTON, D. C.

Published by the U. S. OFFICE OF CIVILIAN DEFENSE

Stirrup Pump Sale To Be Nation-Wide

Stirrup pumps, officially recommended weapon against fire bombs and a useful extinguisher for small fires, may now be sold to the public throughout the country.

Six manufacturers, previously restricted to sales in the more critical areas, are now in production on 2,258,000 pumps of the approved type. Retail prices in no locality may exceed $3.80 and in most places will be substantially less.

While the pumps are primarily intended for fighting fire bombs and fires caused by them, they are also a wartime substitute for standard-type extinguishers, which cannot now be purchased. Water, preferably three buckets full, must always be at hand. The pumps are not recommended for spraying insecticides or for other such uses which might impair their effectiveness in an emergency.

An ideal method of distribution, according to James M. Landis, OCD Director, is the purchase of a quantity of pumps by local Defense Councils or city governments for distribution, with or without charge, to Civilian Defense personnel and others who would make best use of them. If bought at wholesale by a Defense Council and resold at cost, the average saving to the individual purchaser is about $1.40, depending on the part of the country.

By the new arrangement for retail sales, each of the six manufacturers producing the pumps under an agreement with the Defense Supplies Corporation has been allotted a number of States. Pumps not sold to Defense Councils or municipalities will be marketed by the manufacturer through a jobber or directly to retailers, depending on the distribution facilities at his disposal.

The manufacturers, their areas, and the maximum retail prices allowed by the Office of Price Administration follow:

Graham Manufacturing Co., Newark, Calif.—California, Alaska, Washington, Oregon, Idaho, Nevada, Utah, Arizona, Montana, Wyoming, Colorado, and New Mexico. The maximum price is $3.30.

Tennessee Stove Works, Chattanooga, Tenn.—North Carolina, South Carolina, Georgia, Mississippi, Louisiana, Florida, Alabama, Arkansas, Kentucky, and Tennessee. The maximum price is $3.40.

Standard Container, Inc., Rockaway, N. J.—New York, including New York City; Delaware, Maryland, District of Columbia, Puerto Rico, and Virgin Islands. The maximum price is $3.10 in New York City and $3.30 elsewhere in the area.

Independent Lock Co., Fitchburg, Mass.—Connecticut, Maine, Massachusetts, Rhode Island, Vermont, New Hampshire, and New Jersey. The maximum price is $3.80.

Oakes Manufacturing Co., Tipton, Ind.—Illinois, Michigan, Indiana, Missouri, Ohio, Oklahoma, and Iowa. The maximum price is $3.60.

Dobbins Manufacturing Co., North St. Paul, Minn.—Wisconsin, Minnesota, Pennsylvania, Virginia, West Virginia, Kansas, Texas, North Dakota, South Dakota, and Nebraska. The maximum price is $3.50.

FOOD is one of the most critical problems. Food production to meet our greatly expanded demands depends largely on more efficient utilization of all reserve manpower and womanpower. Every Defense Council has a responsible part to play in this vital war job.—*Director James M. Landis.*

[SEE PAGES TWO AND THREE]

National Family Week

The Office of Civilian Defense is cooperating with the churches of the Nation—Protestant, Catholic, and Jewish—in celebrating May 2–9 as National Family Week. A notice to all Defense Councils describes the program and suggests appropriate activities.

It has been suggested that Defense Councils join with representatives of the churches in each community in setting up a committee to plan a community-wide observance of this Week. National Family Week offers an unusual opportunity to strengthen Defense Council activities concerned with family security, child care, housing, recreation, and other problems of family life in wartime.

Promotion for V-Homes

Local councils will have national support for V-Home programs during April, when the Retailers War Committee will feature "Your Home and the War," with V-Homes as the central theme.

National magazines, radio networks, the printing and other industries will help tell the story nationally.

The billboard campaign, sponsored by the Outdoor Advertising Association of America, covers another important media. Local cooperation will make all this count.

WAR SERVICES AID

COUNCILS KEY TO LOCAL RECRUITING

The Defense Council has two community responsibilities in the food production program: to recruit non-farm people to work on farms, and to stimulate home food growing through Victory Gardens.

Farm production depends upon labor and upon full use of available farm equipment. Three and one-half million workers must be found to work on farms. Many of these will be people who have never done farm work but who are willing to do their part in this big job.

The mobilization of local workers must not stop until the last person who can contribute has been recruited and referred to Extension Service for placement in agricultural areas adjacent to the community, or elsewhere.

Women, high-school youth, industrial and retail employees willing to work on part-time basis, and, indeed, everyone willing to spend a vacation in farm work, will make up this land army. They will be volunteers in the sense that they work primarily because they are needed rather than for the regular wages they will be paid.

Local Council's Part

The local Defense Council's part in the farm-labor recruitment program begins with the Council's Agricultural Committee, whose membership should include parents, representatives of the farm organizations, Extension Service, U. S. Employment Service, and school officials.

The recruiting should start with a community-wide, year-around plan. Since needs will vary from town to town as well as from season to season, it is essential that the committee chairman confer with USES and Extension officials to determine, on the basis of farm-plan records, that there is actually a need for such a recruiting program, how great the need, and how many and what kind of workers are wanted, and the approximate dates they will be wanted.

Community-Wide Job

This is an all-community program, and every group which can help should be involved in the planning. Actual registration can be handled best through the CDVO and the Block Leaders, but many patriotic community groups can cooperate. These include representatives of farm groups, of women's and service clubs, labor organizations, youth groups, employers of labor, health and welfare officials, and others, either in the community or in the adjacent agricultural areas.

The Publicity Committee, working with the Agricultural Committee, can develop a strong publicity campaign.

Transportation of workers to and from their farm jobs can be planned through the Transportation Committee.

Need Volunteer Service

The various categories of workers will call for volunteer service, and an early volunteer recruiting campaign through CDVO should be fitted into the general campaign. For instance, if the situation is so critical as to demand the recruiting of women, the Child Care Committee of the Defense Council can work out a program of day-care service for the children of these women workers.

Where high-school boys and girls are to be used, volunteer leaders should be trained to work with them, both during the period of training of youth workers and after they actually go to work. In some communities the Victory Farm Volunteers will live in camp groups, and here again is an opportunity for volunteers to help by operating the camps and directing their recreation programs.

This entire program offers the local Defense Councils a real opportunity for vital wartime service.

Dan T. Moore Enters Army

Resignation of Dan T. Moore as Director of the Fifth Region, OCD, to accept a commission in the Army was announced March 18. Praising Mr. Moore's record, Director Landis named Roger Clouse, Deputy Regional Director, to take charge as Acting Director.



HELP W

Clubs, Colleges, Schools Enlist

In all States where there is an active farm-labor committee, particular attention has been given to training non-farm workers.

Training courses have been developed with the Agricultural Colleges and State Vocational Education Departments, with special attention to the type of agriculture for which recruitment is necessary.

Letters outlining the farm-labor program and the part organized groups can play have been forwarded to the national offices of 8,500 women's clubs, churches, service and labor organizations, civic groups, and youth-serving agencies, suggesting that they request State and local units to cooperate with Defense Councils in those communities where recruitment campaigns are carried on.

FARM-LABOR PLAN



WANTED

Crop Corps for Farm Workers

Americans will hear often of the "Crop Corps," the army of 3,500,000 civilians which must be mustered to take up the battle of food production.

Recruitment is under the direction of the Extension Service of USDA, with WMC, the Office of Education, and OCD cooperating.

The USES, aided by the groups cooperating through them, will recruit in towns and cities outside strictly agricultural areas. The Office of Education, working with the Extension Service, is mobilizing 650,000 non-farm high-school youths to work as Victory Farm volunteers. These will be

(*Continued on page 4*)

TOWN FOLK PROVE WORTH ON FARMS

President Roosevelt, at a recent press conference, told how a whole town in California turned out to help farmers take in the prune crop. More communities should attack the farm-labor shortage in such a way, the President said.

Defense Councils report many such stories.

Hundreds of Spartanburg (S. C.) volunteers went into the field to help pick a $5,000,000 cotton crop. Asked if these inexperienced volunteers were of any real help, one farmer said: "You bet they are. Of course, some of them can't pick as much cotton as an experienced man, but the point is that they pick cotton!"

Women's Land Army

Phoenix, Ariz., has an OCD-sponsored women's land army called the LARCs—Land Army Recruiting Corps—through which women are now being recruited to work on farms of the State. Free classes in citrus packing, dairy work, stock feeding, tractor use, and poultry farming have been set up.

In Stanislaus County, Calif., "Peach-Picking Days" found town folk going to the orchards, where they picked three to four hundred tons of peaches.

Plans for putting 125,000 New England people into the field this spring were made at a meeting of representatives of all New England States at the Region I office in Boston. Each State sent representatives of the State Departments of Agriculture, the Extension Service, USES, the Canners Association, and Civilian War Services.

Removes Bottlenecks

The 1943 plans for recruiting young people for farm jobs in Modesto, Calif., are being made on the excellent experience of last year, when 90 percent of Modesto's students, from the seventh to the fourteenth grade, worked during the summer. Modesto's 1942 experience brought several "bottlenecks" to light. Among these were transportation of goods and workers, feeding and housing of groups of workers, and a need for a listing of jobs, together with the approximate time they would open.

The Mankato (Minn.) Central Labor Council passed a resolution declaring that a Civilian Defense committee of the labor body pledged full cooperation with Government agencies directing the allocation of farm labor. Week-end or part-time use of industrial labor in critical agricultural areas is planned.

Hundreds of school district meetings are being held in Illinois to determine the number of city boys and girls needed on farms this summer. At the request of the Defense Council's Committee on Agricultural Resources and Production, the University of Illinois prepared a booklet to familiarize city students with farm life. Classes will be held in high schools in selected centers in the State for student training, using this text. Student labor will be placed through USES and Extension Service.

The Civilian War Services Director, at the suggestion of the Maine State Farm Labor Committee, plans an experiment to determine how many full-time farm workers can be recruited in Portland by Block Leaders, who will visit homes to register men and women willing to accept year-round employment on dairy and poultry farms within a 10-mile radius of the city.

Michigan State Council of Defense has established a State and County Farm Labor Council, representing USES, USDA, and the Defense Council. The councils have an effective plan for recruiting part-time workers through the CDVO for referral to farm placement offices. A part of this plan is the establishment of youth farm-labor committees in every county. These committees will recruit and train high-school students for emergency farm work. The State committee members met with the county committees to plan a program related to the local needs.

What Your Councils Are Doing

BALTIMORE'S first "Swap Shop" has been set up in a branch of the public library. Staffed by Civilian Defense workers, the shop handles children's rubbers now and intends to branch out to include other articles on the wartime shortage list. A "Swap Shop" is also being stocked by NEW YORK CITY'S Lower East Side Defense Council, and the LEXINGTON (MASS.) Salvage Committee has a swap center where shoes outgrown by older boys and girls will be passed on to younger children. The town sanitary officer will check each pair.

A committee of block captains known as "trouble shooters" has been organized in one CHICAGO community. The committee's job is to hear complaints or criticisms, determine matters of fact, and make recommendations for the correction of unsatisfactory situations.

A State-wide food-conservation program sponsored by the Nutrition Committee of the NORTH CAROLINA State Defense Council includes a food-preservation workshop and 2-day training schools for every county. Home economics workers and teachers will attend the first day of the schools, zone leaders the second. The latter will instruct block leaders.

Under the BRIDGEPORT (CONN.) Defense Council a corps of nutrition aides has been organized to demonstrate the packing of nutritious lunches for war workers. Sector wardens under the block organization will help in selecting locations for the programs.

The Defense Council at BEAR CREEK (MONT.) provided efficient emergency service for victims of the Bear Creek Mine disaster. A casualty station and drivers' corps were set up by Civilian Defense workers. Rescuers were assisted by the air-raid wardens and the chief of the Defense Council's Welfare Division.

A weekly night court to try charges of dimout ordinance violations is planned by GALVESTON (TEX.). A proposed ordinance would empower auxiliary police, special city officers, to issue tickets, similar to traffic tickets, ordering violators to appear in the dimout court.

The 375 defense housing trailers in a suburb of BALTIMORE (MD.) have a commander and 10 block captains organized under the city's Civilian Mobilization Committee. Recently the block organization made a survey of womanpower in the trailer park. Most of the women have volunteered for Civilian Defense work.

Thirty-four war plants in NEW YORK STATE are participating in the program of the State War Council's Office of Nutrition Services. Major war industries have requested nutrition consultation services.

"You wouldn't expect thinly settled WYOMING, and especially ROCK SPRINGS . . . to be greatly concerned about the immediate dangers of war. . . . Sweetwater County is . . . as big as some New England States and has less than two persons per square mile. Yet 15 percent of its people are active in Civilian Defense organizations. When there is a practice blackout, lights go out . . . in sheep herders' camps 100 miles to the north."—From *Christian Science Monitor*, "The Country Speaks," by Seldon Menefee.

Ten thousand MINNESOTA Victory Aides held a mass meeting in Minneapolis and St. Paul on March 30. Members of the Twin Cities' block organization heard Mrs. Roosevelt as guest speaker. Among the uniformed women's units taking part were 60 members of the Drivers' Corps and 25 members of the MINNEAPOLIS CDVO staff. Features included a fully equipped control center and typical blackout rooms.

A Negro Ambulance Corps of 30 women was organized in ROANOKE (VA.) in March of last year and is planning to buy its own ambulance. Negro auxiliary policemen are regularly assigned to radio patrol cars. The Civilian Defense activities of the city's Negroes are publicized by radio.

A letter-writing service for the foreign-born has been set up by the Van Nest Defense Council in the BRONX, NEW YORK CITY. Letters to relatives in the armed forces are prepared for people who do not write English.

Classes in memory retention have been given the auxiliary police unit in LA CROSSE (WIS.) so that they may prepare accurate statements of fact for cases that may later be brought to court. Auxiliaries will also learn self-defense and be given a background course on espionage and sabotage. The training program was planned by a sergeant in the City Police Department.

The 20 members of the BUCHANAN COUNTY (MO.) Victory Speakers' Bureau include a lawyer, a Catholic bishop, a rabbi, two judges, a physician, a teacher, two women, assorted businessmen, one Negro, and several skilled craftsmen. Each has become an authority on some subject. Every organization in the county is regularly requested to have a Victory Speaker at its next meeting.

Three hundred volunteers under the auspices of the Women's War Savings Committee in NEWARK (N. J.) rode busses and trolleys for 2 days and sold $10,000 worth of war stamps. Volunteers wore large streamers reading "War Stamps" and worked in two shifts from 10 a. m. to 4 p. m., avoiding rush hours.

Crop Corps for Farm Workers

(*Continued from page 3*)

recruited and trained with the help of the High School Victory Corps.

The women's branch of the Corps will be composed of city, suburban, and farm women.

Crop Corps workers will be awarded membership certificates with the red and blue Crop Corps insignia.

All branches will be developed through the Extension Service and the cooperating agencies.

U. S. GOVERNMENT PRINTING OFFICE 518575

No. 29

OCD NEWS LETTER

MARCH 25, 1943
WASHINGTON, D. C.

Published by the U. S. OFFICE OF CIVILIAN DEFENSE

Block Leader Don'ts Listed by New York

The New York State Defense Council has prepared a list of "don'ts" for Block Leaders. Here are some of them, for other Councils' consideration:

Don't ask personal questions.

Don't talk about politics or political leaders.

Don't talk about religion, race, or color.

Don't ask how many rationed items a neighbor has on hand. You are not a compliance officer.

Don't snoop; ask no question you would not want asked of your family.

Don't gossip. Respect confidences.

Don't buy, sell, or trade anything, nor solicit contributions for anything. Don't propagandize.

Don't argue or coerce, nor try to give orders. Try to enlist your neighbor's cooperation through explaining the hows and whys of the point in question.

Don't give advice unless you are certain of the correct answer and be sure your information is complete and consistent.

Don't disregard or oppose criticism or complaints.

New Committee System Adopted in Fort Wayne

Fort Wayne, Ind., Block Wardens, numbering 5,800, explained that city's home front offensive to all homes during "Home Front Week," February 28–March 5. The program is designed to organize civilians to meet any wartime emergency and to work actively for Victory.

Fort Wayne's Block Wardens are organized under a Governing Board–Committee system. The city's districts, sections, and zones are headed by wardens and assistant wardens. To keep close contact throughout, a Governing Board has been appointed in each.

The board in each includes chairman, vice-chairman, secretary, board members, and standing committees on "ways and means," "service men and military affairs," "home front activities," and "board programs." Like committees have been appointed by the Municipal Defense Council and the City Governing Board.

The boards all meet monthly to develop Home Front plans and campaigns for war activities.

Landis Urges Councils Aid Victory Gardeners

A practical defense against food shortage is the Victory Garden. This year millions of Americans are utilizing backyards, vacant lots, and other suitable plots to grow food for victory. But many more are needed.

I urge every man, woman, and child who can work with a spade, rake, and hoe to join the Victory Gardeners. Guidance in planning, planting, and caring for gardens should be available through Local Defense Councils. Many Councils already have organized garden committees for that purpose. Local Councils can aid in locating garden plots, planning for Victory Garden fairs, providing for the cooperative use of garden tools, and securing for Victory Gardeners instructional motion-picture films and literature.—James M. Landis.

(*Details of Victory Garden campaign on pages 3 and 4*)

This is the V-Home Pledge

"We in this home are fighting. We know this war will be easy to lose and hard to win. We mean to win it. Therefore we solemnly pledge all our energies and all our resources to the fight for freedom and against slavery. We serve notice to all that we are personally carrying the fight to the enemy, in these ways:

1. This home follows the advice and suggestions of its Air Raid Warden.

2. This home *conserves* food, clothing, transportation, health, and time in order to hasten an unceasing flow of war materials to our men at the front.

3. This home regularly *salvages* essential materials as requested by the local Salvage Committee.

4. This home knows that facts can be even more dangerous than rumors. It defies Axis efforts to get bits and pieces of information about troop movements and war production.

5. This home *buys* as many War Savings Stamps and Bonds as it can.

We are doing these things because we know we must *"To Win This War."*

CD SPURS VICTORY

12 MILLION PLOTS GOAL THIS SPRING

The Victory Garden campaign has the Nation squarely behind it. Victory Gardening is a major job for 1943. The size of the task came home to every American when the tight 48-point monthly ration of commercially processed foods was announced.

To eat well, this year, we must plant well.

V-Homes can lead the march of home gardeners. Although raising a Victory Garden is not a specific part of the V-Home pledge, those V-Home families who can do so will want also to be Victory Gardeners.

The reasons for the Victory Garden campaign write a clear story of supply and demand. The Nation's farmers are doing a remarkable job in producing food, but the demand races ahead of our supply. One-fourth of our total food production this year must go to our own armed forces, to help supply our allies, their fighting men and the workers who build their weapons of war. Battle lines are long, and supply lines longer. Food stores for future campaigns must be accumulated now. Food must be ready for the gaunt peoples who look to us for rescue.

Dig for Your Dinner

Here at home, demand for food grows with the increase in war production. All this means less for normal civilian consumption. The solution to the problem lies in Victory Gardens. Those 12 million town and city gardens—the backyard plots, the community garden fields, the children's gardens—must go a long way toward bridging the gap which widens, inexorably, between food supply and growing demand.

Every family growing its own vegetables releases that much for families unable to raise a garden. Lowered point values on commercial foods may reflect the success of the Victory Garden program. Gardening is war work, with a vengeance!

The Nation today is eager to begin planting, and seed catalogs and garden books are best sellers, both among the "green thumb" and "green horn" fraternities. But this is a long-term campaign. Gardens must be planned, planted, harvested, and preserved.

Throughout, the Defense Council and its Victory Garden Committee should be a central source of community planning and of information and advice to gardeners.

The councils, through Block Leaders and other volunteers, can help keep the program rolling. Our amateur gardeners will need help in their problems. Now and then, they may need a little urging, when initial zeal is dulled by sunburns, aching backs, and the battle of weeds and insects.

Our Defense Councils have an important part in the production of those 12 million real Victory Gardens!

Six Points for V-Gardeners

1. Every farm where climate and water supply permit should grow the family's yearly vegetable supply.

2. All town and suburban home owners with sufficiently fertile ground should produce as much as possible of the family's yearly vegetable supply.

3. Victory Gardeners should seek garden space in a community or allotment garden; thus making it possible for many people living in densely populated areas to have real gardens and produce fairly large vegetable supplies.

4. On farms and suburban homesteads, strawberries, bush fruits, grapes, and certain tree fruits should be planted.

5. In many town and rural schools, the school-garden effort should be directed specifically to growing large supplies of vegetables for school lunches.

6. No garden produce should be allowed to go to waste. All surpluses of home gardens and local market surpluses of good quality fruits and vegetables should be preserved for use in homes, school lunches, or for welfare purposes.

WAR PRODUCTION



Garden Material Available

LITERATURE:

The following books have been distributed to Defense Councils through Regional Offices:

Consumer's Guide, Victory Garden edition, USDA.

Victory Garden Leader's Handbook, USDA.

Victory Gardens, USDA.

POSTERS:

A poster, *Plant a Victory Garden*, 22 by 28 inches, can be had in quantities for distribution from Chief, Division of Production and Distribution, Office of War Information, 1400 Pennsylvania Avenue, Washington, D. C.

FILMS:

The Farm Garden, USDA, 16 mm. kodachrome, sound; apply to Extension Director, State College.

Gardens for Victory, from J. S. Barlass, Better Homes & Gardens, Des Moines, Iowa. $15 per print, 16 mm. sound.

GARDEN CAMPAIGN

FOR ALL V HOMES



AGRICULTURE DEPT. ASKS COUNCIL HELP

The Department of Agriculture has asked Civilian Defense Councils to assume the responsibility for urban Victory Gardens.

The councils can mobilize all the resources of their communities for this vital program. The V-Home campaign and the Victory Garden campaign go hand in hand, and both deserve to have the full weight of Civilian Defense behind them.

The Defense Council's first step is to appoint a Victory Garden Committee, or to recognize one which already exists. The chairman should be an active, experienced gardener, and members should also be familiar with gardening and with methods of preserving and storing.

Community garden interests should be represented, and the schools should be included so that a school garden program can be planned along with the home program.

It is up to the Victory Garden Committee to mobilize every bit of usable vacant land, both publicly and privately owned, for Victory Gardens, and to make this space available to gardeners who lack space and suitable soil of their own.

The committee can also serve as an exchange, arranging for the sharing of garden tools, a vital point in the program. In many cases, community or allotment gardens can be organized to bring potential gardeners, tools, and vacant land together.

From now until autumn, the committee should serve as an information center. Booklets from State Extension Services and from the Department of Agriculture and the Office of Civilian Defense should be obtained and reviewed, and material dealing with purely local problems should also be a part of the Victory Garden library.

The Council can enlist the help of experienced gardeners to conduct training courses for groups of gardeners, or to offer advice and counsel for amateurs.

A sound program of canning, preserving, and storing must be ready when the gardens are finished, and again cooperative plans are the responsibility of the central committee.

Throughout, the committee should cooperate with other groups active in the Victory Garden program.

Gardeners Offer Aid

The National Association of Gardeners offers its help in Victory Garden programs.

The association is made up of 1,000 trained superintendents, head gardeners on private estates, parks, cemeteries, and institutions. National headquarters are at 432 Fourth Avenue, New York City, and branches are located in many States.

The National Victory Garden Institute, 598 Madison Avenue, New York City, is another excellent source of information and help.

Georgia Governor Gardens

Governor Ellis Arnall, of Georgia, has joined the ranks of Victory Gardeners, planning an extensive garden on the grounds of the executive mansion. An old barn, once used to house cows, will be razed to provide additional garden space. The Governor indicated that his wife and son would be the "boss gardeners" and predicted a bumper crop.

Garden Projects Now Under Way

Here are a few of the V-Garden projects now under way. NEWS LETTER would like to hear about yours.

Chicago has an ambitious children's garden plan. In public parks, the city expects to provide plots for 30,000 youngsters of the 5th, 6th, 7th, and 8th grades. It is estimated that 900 tons of vegetables can be grown in these "small fry" gardens.

Philadelphia's nine district Victory Garden Committee offices are already well stocked with garden reading. They also operate cooperative tool exchanges. In Minnesota, the Consumer Committees of the Defense Council are cooperating with the Agricultural Committee in training courses for Victory Garden specialists. A V-G representative will be at every consumer center to answer gardening questions.

Block Leaders in Jackson, Miss., visited 10,000 homes in a campaign backed by a special newspaper edition and Defense Council support.

Questionnaires to 15,000 people in Arlington, Va., produced 500 requests for land and 30 acres of land were donated for their use. Richmond, Va., also has offers of 350 plots of land for community gardening as a result of a press campaign.

Industries are providing company land for employee gardens. At least three railroads, the Baltimore & Ohio, the Chicago & North Western, and the Chicago & Eastern Illinois, have given employees the right to use all tillable soil on their right-of-ways.

Arkansas' Governor proclaimed February 18 as "Victory Garden Day" as a send-off to the Defense Council's campaign.

What Your Councils Are Doing

PHILADELPHIA'S Defense Council is proud of Air Raid Wardens Bernard Mendelsohn and Isadore Chestack, who rescued three people from their apartment above a burning store. The wardens saw the flames, turned in the alarm, and ran to the store. Breaking in a side door, they went upstairs, carried an 80-year-old man and two children through heavy smoke to safety.

The Food Front

A course in packing nutritious lunches for war workers is a part of the "Lunch Box Campaign" of the Consumer Service Committee of the MONROE COUNTY (N. Y.) War Council. Merchants are cooperating in the campaign, which includes displays, demonstrations, and distribution of information. Nutritional phases are supervised by the County Nutrition Committee.

The Nutrition Committee of the NEW HAMPSHIRE State Defense Council has had translated into seven languages the material it recently prepared and published.

Proof that Auxiliary Policemen are rendering valuable service comes from KANSAS CITY (MO.) where three of them were instrumental in solving a hit-and-run death. Assigned to the traffic and safety division, they worked on glass fragments from a car headlight, and identified the type of automobile. Within a few hours, with the help of the regular law-enforcement agencies, the driver was arrested. Kansas City has 1,180 Auxiliary Policemen, of which 180 are in the traffic division.

Home Front Defense

Red, white, and blue stickers with the legend, "I Share My Car for Victory" will be given the first 5,000 motorists in SALT LAKE CITY (UTAH) who agree to offer rides to pedestrians at the city's two ride-sharing bureaus. It is hoped that the stickers will encourage motorists to pick up pedestrians along their routes.

Defense information for its blind and other handicapped citizens has been made available by the FLORIDA State Defense Council. Among the first States to do this, the Council has arranged for the preparation and distribution of "talking book" records and books in Braille covering safety measures during emergencies, including first-aid instructions. Air Raid Wardens have been given a bulletin on the care of handicapped people.

An employee education program for workers in war plants is being developed by the Industrial Resources and Production Committee of the LOS ANGELES (CALIF.) City and County Defense Councils. The program aims to cut down absenteeism by showing its relation, along with industrial accidents and large personnel turn-over, to "sabotage or direct enemy action."

When twin disasters struck VALLEJO (CALIF.) recently, Civilian Defense Volunteers again proved their worth as emergency workers. Following a storm which unroofed 40 houses in one section of the city alone and a balloon explosion which demolished 10 homes, some 3,000 volunteers, most of them Civilian Defense workers, met the challenge. They arranged for the housing and feeding of the homeless and helped restore essential public service. Of special help was a list of some 600 spare bedrooms compiled by the Defense Council for emergency use.

A rehabilitation program for men returning from military service is being developed by the LIVINGSTON COUNTY (MICH.) Defense Council. Earmarked for the purpose is a growing fund, with the first $1,000 a contribution from the County Board of Supervisors.

Increasing Negro participation in Civilian Defense activities is indicated by the appointment of Negroes to the Child Care Committee of the MARYLAND State Defense Council, the Child Care and American Unity Committees of the PENNSYLVANIA State Defense Council, and the welfare section of the DETROIT (MICH.) Defense Council.

Child Care Study

To study the impact of the war on children, a professional survey of 500 homes has been conducted by the Welfare Committee of the SIOUX FALLS (S. DAK.) Defense Council. Made in 12 sample areas, the survey covered all but the highest income groups, and was conducted by trained social workers. Results showed day facilities inadequate. Of the mothers interviewed, 27.2 percent planned to work if their husbands were drafted and if their children had proper care; 17.2 percent are now working. A member of the survey committee suggested that schools assign Civilian Defense roles to teenage children as a means of widening their participation in the war and preventing delinquency.

An immunization survey is being made by Block Leaders under the WHITE PINE (NEV.) Defense Council. Questions asked include the number of pre-school children in the home; whether or not they have been immunized against smallpox, diphtheria, and whooping cough; and whether or not at least one person in the home has had Red Cross nursing.

T. W. Lamb Dead at Lisbon

Theodore Warren Lamb, Wayne, Ill., en route to London to act as observer for the Office of Civilian Defense and serve as an attaché of the American Embassy, was among those lost in the crash of the Yankee Clipper at Lisbon, Portugal, February 22. Mr. Lamb, a graduate of Dartmouth and Yale, had been a prominent architect in Chicago and had made a study of architecture and airports in Germany, Austria, Sweden, and Holland. He also had studied at Cambridge University in England and the Fountainebleau School of Architecture in France.

U. S. GOVERNMENT PRINTING OFFICE

(SPECIAL V-HOME EDITION)

No. 28

OCD NEWS LETTER

FEBRUARY 20, 1943
WASHINGTON, D. C.

Published by the U. S. OFFICE OF CIVILIAN DEFENSE

Eastern Air Raid Signals Changed

Three major advances in air raid protection are promised by new blackout regulations issued by Eastern Defense Command with concurrence of the Office of Civilian Defense. The regulations, to become effective February 17 in the 16 States of OCD Regions I–IV and the District of Columbia, will provide:

1. Minimum of time loss and interference with essential war production and transportation.

2. Earlier blackout and more complete mobilization of the Citizens Defense Corps.

3. Uniformity, eliminating confusion caused by variations developed in several States.

After months of study and analysis of experience gained during the past year, the regulations were issued by each of the Service Commands of the Eastern Military Area on authority of a proclamation by Lieutenant General Hugh A. Drum, Commanding General of the Eastern Defense Command and the First Army. The area conforms to the eastern OCD Regions except for the exclusion of territory west of the Apalachicola River in Florida.

Voluntary adoption of the new regulations by all States except those in the Western Defense Command has been recommended by the OCD to achieve maximum uniformity. The Western Defense Command already is operating under a uniform system of air raid regulations adapted to its own needs and approved by the War Department.

1. A preliminary audible public "Blue" warning signal is prescribed, consisting of a steady blast lasting approximately two (2) minutes on air raid horns, sirens, or whistles. This signal, which ordinarily will be the first public audible warning, means "Probability of enemy air raid—Enemy planes appear to be headed in your direction—Get ready." Civilian Defense forces mobilize. Lights in homes, business houses, certain industrial firms, and all but certain street lights and traffic signals will be blacked out. Pedestrians may proceed. Automobiles may move with lights on low beam. War production and transportation may continue provided certain precautionary steps have been taken.

2. An audible public "Red" air raid signal is prescribed consisting of a series of short blasts on air raid horns or

(*Continued on p. 6*)

Director Praises New V-Home Drive

Just as the Block Plan is the best mechanism to enroll every household in the war program, the V-Home sticker is the most appropriate recognition of a home which enlists behind its Neighborhood Leader and its Air Raid Warden in the unremitting battle on the Third Front. When your Neighborhood Leader or Warden awards the red, white, and blue sticker to your home, it means that both of you are making good with the men on the fighting fronts.—JAMES M. LANDIS.

(*See pages 4 and 5 for details of the 1943 V-Home Campaign*)

Plant Council Formed

Marked expansion of the OCD plant-protection program is expected, with the aid of the recently formed Industrial Protection Council of the U. S. Office of Civilian Defense. Five major industrial associations and the three large groups of organized labor are represented in the membership of the Council, which will hold a second meeting shortly to develop the program.

Maj. Benjamin H. Namm, Special Assistant to the Director, OCD, was elected Chairman of the Council, and William W. Brainard, Jr., Chief of the OCD Passive Plant Protection Unit, was elected Executive Secretary.

Members of the OCD Industrial Protection Council and the organizations they represent are: Percy Bugbee, General Manager, National Fire Protection Association; Thomas M. Brennan, Secretary of the War Committee, National Association of Manufacturers; Ray E. Wilson, Associate Manager, National Bureau of Industrial Protection; Edward S. Webb, Director of the Washington office, National Safety Council; Paul Hardesty, Secretary, Protection Committee, United States Chamber of Commerce; Carl J. Goff, Assistant President, Brotherhood of Locomotive Firemen and Enginemen, representing the Railroad Brotherhoods; George J. Richardson, Secretary-Treasurer, International Association of Fire Fighters, representing the American Federation of Labor; Anthony W. Smith III, National Representative, representing the Congress of Industrial Organizations; Major Namm and Mr. Brainard, both representing OCD.

Magazines Feature New OCD Booklet

In one of the greatest national magazine advertising campaigns in history, nearly 300 popular magazines are contributing a full page a month for a year pointing to the importance of Civilian Defense volunteer work. The magazines, which have an aggregate circulation of about 60,000,000, will begin running these ads early in February.

The ads will spotlight the Citizens Service Corps and will offer a new OCD pamphlet called "You and the War."

Repeated and wide circulation of the magazine appeal and the specific information in the booklet are expected to stimulate inquiries about and membership in the volunteer groups, especially those of the Service Corps. Volunteer Offices had better be ready.

The first of the advertisements, asking "What did you do today for Freedom?" is reproduced on page 3. The slogan of the series—Every Civilian a Fighter—is linked in each ad to a graphic reminder that the Citizens Service Corps has been set up as a part of local Defense Councils and offers each civilian a means to serve his community and country.

Readers are offered a free copy of "You and the War" through the magazine, which will turn the requests over to the Office of Civilian Defense. The 32-page booklet outlines the activities of the Citizens Service Corps and sketches the protective services and units of the Citizens Defense Corps.

The National Office of Civilian Defense, in announcing the magazine campaign, offered a few suggestions for the help of local Defense Councils:

Get the Council and the Volunteer Office or any other appropriate unit listed in the telephone book. Ask local newspapers to publish the telephone number in a "box" or as a "reader" between news items. Advertise the location of the appropriate Civilian Defense office and mark it prominently with a sign so that all in a community will become acquainted with its location.

The magazine ads are inconspicuously identified as "Contributed by the Magazine Publishers of America," who donated the space in their publications to emphasize the necessity for war services in the community. The appeals for civilian participation are powerfully illustrated by nationally known artists. The art for the first was done by Frederick Stanley, the second by John Falter, and the third by Steven Dohanos.

Typifying a part of the text of each advertisement is this statement from the third of the series:

"Throughout the country there is increasing need for civilian war service. To enlist the help of every citizen, the Government has organized the Citizens Service Corps as part of local Defense Councils. If there is no Defense Council in your community, or if it has not set up a Service Corps, help to organize one. If one exists, cooperate with it in every possible way. Write this magazine for a free booklet telling you what to do and how to do it. Join the fight for Freedom—*now!*

"EVERY CIVILIAN A FIGHTER."

Community Service Urged in Pamphlet

Millions of readers in coming months will receive the OCD booklet "You and the War," outlining the wartime services which volunteers can render in their communities through the Citizens Service Corps.

Devoted principally to an outline of each main activity of the OCD Civilian War Services program, the 32-page publication also gives the high points of the various services and units which make up the Citizens Defense Corps.

"You and the War" is the free publication offered through the hundreds of popular magazines which will carry a series of advertisements calling national attention to the local Defense Councils and their volunteer war service programs.

War service activities in which OCD volunteers are urged to participate, through other local organizations already in the field, include Block or Neighborhood Leaders, salvage, consumer programs, health and hospital service, transportation, nutrition, child care, housing programs, family security, agriculture, recreation, information service, and War Bonds.

Under each heading, "You and the War" gives the type and experience of volunteers wanted, the groups with which they will work, the duties they will perform, and the training recommended.

The functions of the Defense Council, the Volunteer Office, and the Citizens Service Corps also are outlined. The V-Home program—a recommended activity for the Block Leaders—and its five points of family participation are discussed.

Success of the program presented in "You and the War" requires a local organization prepared to answer inquiries, receive applications, assign volunteers to groups and to individual jobs, and provide or arrange for training. Local Defense Councils are urged to ready their Volunteer Offices and information centers and develop programs fully as extensive as the membership of the Citizens Service Corps will allow.

"Quick, Henry . . ."

If Hirohito's flyers should venture over Los Angeles County, Calif., they will find waiting for them—appropriately enough—a group of men who are professional insect killers. Enlisted and trained as Auxiliary Firemen in the Los Angeles County Citizens Defense Corps, the crews of 350 auto tank spray rigs normally used for dousing citrus fruit trees with insecticide are ready to respond instantly with their apparatus to quench fires which may be started in grass, crops, brush, and small buildings.

Each of the tank trucks holds at least 300 gallons of water, and most of the rigs are provided with mechanically operated platforms which can be raised to a considerable height to fight fires in trees or upper floors and roofs of houses. Made to plow their way through soft, rolling orchard land, the trucks can be driven over almost any terrain and are normally so well distributed throughout the area that some of them can reach a fire almost anywhere in the county in a few minutes.

First of Ad Series to Appear in Hundreds of Magazines



What did *you* do today ...for Freedom?

Today, at the front, he died . . . Today, what did *you* do?
Next time you see a list of dead and wounded, ask yourself:
"What have *I* done today for freedom?
What can I do tomorrow that will *save* the lives of
men like this and help them win the war?"

To help you to do your share, the Government has organized the Citizens Service Corps as a part of local Defense Councils, with some war task or responsibility for every man, woman and child. Probably such a Corps is already at work in your community. If not, help to start one. A free booklet available through this magazine will tell you what to do and how to do it. Go into action today, and get the satisfaction of doing a needed war job well!

EVERY CIVILIAN A FIGHTER

Block Leaders Joining N

Why New V-Home Call Is Sounded

[AN EDITORIAL]

Like our Armies, our American homes are now on the aggressive. December 7, 1941, found America on the defensive. The year 1943 is expected to bring the turning point of the war, with America taking the offensive at home and abroad.

Preceding the invasion of North Africa, there was much calling for an opening of a Second Front.

An American Army of V-Homes will open a Third Front against the enemy!

In war, home fronts oppose each other. In the last war it was the collapse of the home front in Germany and its subsequent demoralizing effect upon the military machine that led to Germany's defeat. Civilian populations are even more involved and affected in this war than in the last.

Sink or Swim

According to reports from authoritative sources, the people of Germany and Japan are solidly behind their military leaders and are working night and day in their war effort. Reports from Germany through neutral observers indicate that Germany is organized to the hilt and backing up the war effort on the home front with a "sink or swim" attitude. Joseph C. Grew, former Ambassador to Japan, has warned that the Japanese must be defeated to the last individual.

The American people and the United Nations must be stronger on the home front than our enemies. What is done today on the home front has a vital bearing not only on what our military forces do 2 months from now but on the ultimate outcome of the war and the future opportunity to live as free men and women.

Every American home has been affected by the war. Every home has been hard hit. There is not a home that does not have a son, brother, relative, or close friend in the service. The next of kin in homes throughout the land have already received notification that their loved ones have been killed, wounded, or are missing in the defense of these very homes. Many more homes will be saddened before the war is won.

The war is costing the United States approximately a billion dollars a week. The cost of living has increased over the same period of last year. Meat and foodstuffs are being rationed. Homes and buildings have been cold. Automobiles can be used only for essential driving.

Striking Back

The American heart, the American home, the American pocketbook, and the American standard of living have been hard hit. But now American homes are striking back.

With the American home front entering its aggressive phase, the V-Home drive provides the opportunity for this direct and united aggressive action against the enemy. The five points of the V-Home 1943 campaign are aggressive drives: Conservation, salvage, guarding information, buying War Bonds and War Stamps, and even air raid protection, which can be interpreted as aggressive in that it protects military objectives and plants which turn out war materials and supplies.

It is because there must be an aggressive, hard-hitting army of 125,000,000 civilians behind our millions in the armed forces to bring the turning point of the war in 1943 that the new V-Home call has sounded.

The roster of V-Homes will be the honor roll of every sector on the home front.

V-Home Slogans

The V-Home campaign already has brought many suggested slogans and doubtless will inspire many more. Here are some of them:

V-Homes are Free Homes!
The Axis can never conquer a nation of V-Homes.
Dedicate your home to Victory.
Victory begins at home.
V-Homes—Volunteers—Victory!
Take your choice: "Verboten" Home or V-Home.
Carry the fight to the enemy—from a V-Home!
V-Homes fight for Victory!

How Civilians Can ... Axis From "Third ...

Way behind the lines of today's global war is a battle front Hitler's mechanized armies can't reach. It's an impenetrable battle front of America's millions of homes, standing solidly in determination to make any sacrifice necessary to beat the axis.

The success of the entire war depends on home front cooperation. The gasoline in the family car, the electricity which lights the lamps, the tin cans in the kitchen cabinet, are all vital factors in our Army's success.

What brings a home to the V-Home status, qualified to receive a sticker? Besides demonstrating a



New 1943 V-Home Drive

n Strike at Front"

willingness to cooperate with the Air Raid Warden, the V-Home conserves everything not absolutely necessary to maintain the family.

The V-Home manager daily salvages all material called for by the Government to be converted to war use. The V-Home manager yields no information to enemy listeners which could handicap the war effort. If a member of her family has access to military information—no matter how unimportant it may seem at the time—she guards against repeating it.

The V-Home manager buys as many War Bonds and War Savings Stamps as she can.



Campaign to Reach Climax Next April

Led by the 1943 V-Home campaign, the aggressive phase of action on the American home front—the phase that must be pressed unrelentingly until victory is won—will reach full swing during April.

OCD leaders planning the new campaign believe the time has come when America's civilians must strike at the enemy with full force.

Civilian Defense workers—and Block or Neighborhood Leaders in particular—will be the foot soldiers in this great spring campaign, but they will have the concentrated support of the Government and of a great many private agencies.

During the month of April the Office of War Information will concentrate on the home front drive. Retail merchants, through their Nation-wide associations, will back the V-Home campaign in every community. Billboards heralding the start of our home front forward surge will dot the countryside. Radio will give time and talent to directing our aggressive campaign, and newspapers will carry the details of battle into every living room.

The 1943 model Victory Home will be in large measure the product of the Neighborhood Leader.

When the Neighborhood Leader's part is done, and the housewife herself is satisfied that her home can give what the war demands—and take it, too—the Leader may present the V-Home sticker identifying that household as an outpost of the Third Front.

The pattern for the new V-Home campaign continues the red, white, and blue sticker as the symbol of accomplishment under the Block Plan of operation, through which the important progress of rationing, car-sharing, conservation, bond-buying, and the like are carried into homes by a neighbor who represents the community's war program.

In places where there is no V-Home program at present, it is recommended that one be adopted with the Neighborhood—or Block or War Club—Leader offering the V-Home sticker as the sign of aggressive cooperation with the local Defense Council and the Government's war program.

Where the 1942 practice of having the Air Raid Warden inspect the home for air raid precautions is popular, it should not be changed. Many communities still like this feature. But inspections are no longer a prerequisite to the award in those communities which have not liked the procedure. Now it becomes optional whether a community relies on its Wardens or on its Block Leader—just so long as two-fisted American homes get the recognition they deserve.

Air Raid Warden or Block Leader—its optional with your own home town.

Your local Defense Council can designate either or both to award the 1943 V-Home Sticker.

The door—in other words—has been opened to the Block or Neighborhood Leader. Last year it was only open to the Warden. Last year it was necessary to put extreme emphasis on air raid precautions. We know today that almost every American will do what his Warden says—and gladly and quickly.

This year, the importance of the other four points of the V-Home pledge is getting greater every day. American homes are not taking it from the skies, but they are taking it on the chin at the store, the market, the filling station, the fuel dealer—on the chin and in their pocketbooks with taxes and bond purchases.

But they're not taking it lying down. They're fighting back. They're doing everything asked of them, and more. At least most of them are. And it's the Block Leader who's doing most of the asking.

So this year the Block Leader, too, can award the V-Home certificate—to those homes that deserve it.

Papers Take Up Theme

Newspapers in DETROIT, cooperating with the Detroit Defense Council, have "adopted" the V-Home. The newspapers are printing coupons which the readers fill out and return either to the newspapers or the Defense Council, inviting the Air Raid Wardens to make an inspection preparatory to awarding the V-Home sticker. The campaign began February 1.

Victory Garden Film Approved by OCD

Every OCD group will want to hold showings of "Gardens of Victory," a new film produced under the direction of the Office of Civilian Defense by the publishers of Better Homes & Gardens magazine. This film is the first and at present the only officially approved OCD film on Victory Gardens and does an excellent job of telling the story of the real and vital need for vegetable gardens in every community in America this spring.

16-mm. prints may be obtained direct, and it is important that orders are placed immediately. Send check or money order for $15 for each print to J. S. Barlass, Better Homes & Gardens, Des Moines, Iowa. "Gardens of Victory" is a sound picture, of course, and the narration, aptly handled by Basil Ruysdael of the Lucky Strike program, is extremely well written and highly inspirational. In making prints available at cost, Better Homes & Gardens hopes that millions of Americans will see "Gardens of Victory" and profit from the stirring and realistic message it tells.

Air Raid Signals

(*Continued from p. 1*)

whistles or the warbling notes of the siren. This signal, which corresponds in general to the present air raid alarm, means "Enemy planes are practically overhead." All remaining lights are blacked out except a few authorized emergency lights. The public is warned that in some cases the "Red" signal will be the first audible public signal whenever there has been insufficient time for sounding the preliminary "Blue" signal.

3. A "Blue" signal will always follow each "Red" signal after immediate danger has passed. It returns the community to the conditions prescribed for the "Blue" signal. The community is thus prepared to return to the "Red" without delay if the enemy raiders return.

4. No audible "All-Clear" signal is prescribed. The "All-Clear" will be indicated by turning on those street lights which have been off during the "Blue," by public radio announcements and telephone or other communication with warden posts, and by local police. A community may adopt an audible "All-Clear" signal provided that it is not the same as the "Blue" or "Red" signals and does not resemble those signals so as to result in confusion.

A special feature of the new regulations prescribes that certain radio stations, on selected frequencies to be announced publicly, will remain on the air to broadcast official bulletins during the periods of the "Blue" and "Red" signals.

The new regulations prescribe special authorization for essential war production and war transportation to insure a minimum of time loss and interference during the period of the "Blue" signal.

The new regulations reduce to a minimum the period of time of the "Red" signal by providing an additional "Blue" signal, permitting an earlier return to the conditions under which essential war work and other activities may be resumed.

Colorado Town Honors Service Men's Families

La Junta, Colo., recently put on a service star show honoring more than 500 parents of men and women in the service which would shame a Hollywood premiere. For more than a week "next of kin" of service men had registered with the La Junta Civilian Defense Council and presented the pictures of their loved ones in service. The pictures were displayed in windows of stores and shops along the principal street of this little southeastern Colorado community.

Army bombers from the La Junta air base dived in the white lights overhead as Lt. Col. E. J. Hoelschr presented a gold star medal to Mrs. Claude May, who received word of the death of her son, Claude, 24 hours before the show. Mrs. William Harris was awarded a medal for S. Glenn Harris, killed in the Aleutians. He was the first boy from La Junta killed, and the main high road from La Junta to the air base has been named Harris Road in his honor.

"Daddy's an Air Raid Warden, and the dog and I are doing fine," said Mrs. U. L. Hiatt, as she received a four-star pin for her four sons in the Army and Navy. Mrs. G. D. Allen drove 18 miles through the bitter cold for the ceremony and was awarded a five-star pin for five sons in the Army and Navy.

"Our whole family has fought for this country since Kit's father fought the Indians," said Mrs. Lupe Carson, widow of Kit Carson II. She has two sons in service. Tribute was also paid boys reported "missing." A. R. Whitenburg, whose son Woodrow was reported missing at Wake Island, announced the enlistment of a second son, Golden Whitenburg, to "make up the difference." Boy Scouts contributed their bit to the service star show with a United Nations parade of flags of all countries.

Carrying the Torch

Kansas City high school boys soon will have a new substitute for dating on Friday nights, according to the Kansas City Star. They will have the opportunity Friday nights to learn how to send defense messages in international Morse code with 3-cell flashlights, under the direction of a man who was a captain in the Army Signal Corps in France in 1918. The man is William L. Butler, a salesman for the Business Men's Assurance Co.

The high school boys need only enthusiasm, diligence, intelligence, and a 3-cell flashlight apiece. The flashlights will be specially prepared with the insides of the barrels painted black and will be equipped with baffle plates to prevent the diffusion of light and make the light visible at a distance of several miles.

The Kansas City Board of Education has given permission to use the roofs of high school buildings for signaling. A number of signal stations also have been set up in places so strategically important that their location is not made public.

The proposal to teach visual signaling to high school boys has the approval of Joseph G. Bryan, supervisor for the public school system. Norris Payton, a former chief signal man for the Navy, is one of the instructors in the OCD set-up.

Unique Publicity Set-Up Manned by Pa. Volunteers

The Allegheny County Council of Defense is proud of it public relations division, manned entirely by volunteers on a full-time schedule, who are advised by a committee of local reporters and publicity experts. Each of the three newspapers has assigned a special writer to cover all Civilian Defense news. All Allegheny County Council of Defense news is handled through the Pittsburgh office and, in order to do away with unofficial releases, only those presented on paper bearing the red, white, and blue CD seal is accepted for publication.

The public relations division is divided into five groups, each of which is responsible to the publicity director and production manager, who in turn confer daily with the general chairman. These divisions include: Information and research; radio; exhibits, including art and posters; newspapers; and a speakers' bureau.

The information division, in addition to its research work, operates a series of booths, manned by volunteers. Each booth is supplied with an alphabetical information file which is daily brought up to date. Another important factor in supplying current information to all departments is the clipping bureau, also operated by volunteers.

Duration or Victory?

In an address at St. Paul, Minn., on the occasion of the United-for-Victory Parade January 30, Director James M. Landis emphasized that this is a war not merely to be endured but a "fighting, biting, kicking war" that must be won. Prefacing his remarks with a Stage Door Canteen anecdote, the Director said, in part:

"At the Washington Stage Door Canteen, an entertainer offered a prize of $10 to the service man who could give the best answer to the question, 'Who would you like to be?' Soldiers and sailors were yelling such answers as 'President Roosevelt' and 'Lana Turner's husband' when suddenly a voice cried out *'I'd* rather be *Hitler!'* The Canteen was as quiet as a church as everyone turned to look at a young Marine sergeant. The puzzled entertainer asked, 'Why would you like to be Hitler?'

" 'So I could shoot myself and end the war!' the Marine shouted as he walked up to get his $10.

"His answer deserved the prize, but to my way of thinking a more cogent comment on the war was given by a Washington taxi driver who said, 'This war is gonna last a lot longer than the duration!'

"There is much in what that Washington taxi driver said, for many of us are tempted to think that because of the victories we have won in the Pacific and North Africa we are now within grasp of victory.

"Yes, the war will be both longer and tougher than the duration, for it is a war in the sense of a fighting, biting, kicking war, not the duration in the sense of an interlude of unpleasantness that must be patiently endured. If this is war to us at home, our answer must be: Give us more tasks to do, more ways to help win it, more sweat so that our men up front will never lack steel or food or clothes or shot and shell. We must remember every day that we can never do enough, never quit no matter how dull the work is if it will count somehow to save a life, a faith, and, in the end, a country. We at home in the name of Civilian Defense are awakening slowly to the knowledge that if we only plan together, act together, and work together we will have the strength that has always been America, the strength of the old faith and the new world, bound together by the eternal vision of freedom."

Director of Sixth Region

(This is one of a series of biographical sketches of your Regional OCD Directors)

Edward J. Condon became Director of the Office of Civilian Defense for Region VI January 5, 1943, with supervision over OCD matters in the States of Illinois, Wisconsin, Michigan, and the Metropolitan Area of Chicago.

Mr. Condon has been with Sears, Roebuck & Co. for 19 years, since July 1940 as assistant to the president. In the spring of 1942 he served as Acting Director of Staff Organization for the Chicago Office of Civilian Defense. He succeeds Lt. Col. Raymond J. Kelley, who resigned as Regional Director in July 1942 to enter active service with the Army.

After a short turn in the public utilities field, Mr. Condon was employed in newspaper work, advertising, selling, and manufacturing. He started with Sears in the mail order advertising department but soon was made director of the newly organized Sears, Roebuck Agricultural Foundation, whose purpose was to study the problems of agriculture, cooperate in every way possible with farm organizations, and initiate various projects looking toward improved conditions in the farm population. In 1935 he was placed in charge of the mail order sales board, and in 1937 he was appointed director of the public relations department of Sears.

He is a charter member of the National Advisory Council of the Metropolitan Junior Achievement Group, a director of the Public Relations Clinic of Chicago, a member of the Public Relations Committee of the National Association of Manufacturers, the Conference Committee on Urban and Related Industry Problems and Developments of the United States Chamber of Commerce, and a director of the Institute of Distribution.

Mr. Condon was born in Dixon, Ill., and now lives in Oak Park.

Flyer's Wife Says . . .

Mrs. Adelaide Rickenbacker, wife of Captain Eddie Rickenbacker and a liaison officer of the Auxiliary Aircraft Warning Service, First Fighter Command, at Mitchel Field, said:

"We haven't had a bomb here, and it seems, perhaps, that if we had one we wouldn't have to be driven to anything."

Praising the work of the various Block Leader systems of OCD, she said:

"These block systems draw the housewife into the volunteer effort by making them conscious of the ways in which they can help. They also are drawing the children into the effort—they form (war saving) stamp clubs at school, as the result of the work done by the block system volunteers."

(Speaking at press conference arranged by War Savings Staff at Waldorf-Astoria, January 2.)

What Your Councils Are Doing

An impressive number of local Defense Councils are attempting to solve their local manpower problem by setting up nurseries for the day care of children of working mothers. The FORT WAYNE (IND.) Defense Council has planned a 10-hour course for volunteers in the emergency child care program, and will open a child care service center as a clearing house on child care problems. In KANSAS CITY (MO.) at a meeting of the Civilian Defense Organization, the social agencies, and the welfare department, a committee was recently appointed to study local nursery needs. A survey conducted by the WEST HARTFORD (CONN.) Defense Council showed that over 200 women would be able to work if their children could be cared for.

A 10-day training conference for child care aides will soon be held at the University of VERMONT. The State Council of Safety (Defense Council) has sent all local volunteer offices a special memorandum with suggestions for the recruiting of volunteers. Local organizations are financing volunteers who could not otherwise attend the conference. A survey in NORFOLK (VA.) shows that 1,200 mothers are ready to take war jobs if their children will be cared for while they work. DADE COUNTY (FLA.) plans to initiate a county-wide child care program, including a counsel service to advise working mothers. The SAN FRANCISCO (CALIF.) Civilian War Council has recently adopted a 12-point child care program which was worked out in cooperation with the Board of Education and the Department of Public Health.

Staffed by 12 volunteers, 3 regular teachers, and a full-time cook and nurse, a nursery school for the children of working mothers has been established by the FARGO (N. DAK.) Defense Council. Forty children between 2 and 4 will be taken care of daily with a 25-cent charge for each child. Daily health inspections, well-prepared food, and regular play and rest periods will be provided.

The home of each of DADE COUNTY'S (FLA.) 11,000 Block Leaders is marked by a red, white, and blue window placard.

An experimental Civilian Defense recruiting drive was conducted at a movie house by members of one of BALTIMORE'S (MD.) district OCD organizations. Sector workers each night manned an exhibit of sector-post equipment and explained Civilian Defense activities to theatergoers. So successful was the drive that the facilities of 50 theaters will be used for a city-wide recruitment campaign.

In order to keep highways to defense plants open during the winter, the NEW YORK State War Council has authorized cities, counties, and villages to exchange their snow removal machinery and crews.

An ordinance making discarding of unprocessed tin cans punishable by fine or imprisonment has been adopted by ELIZABETH (N. J.). Containers must be prepared for collection.

A census of SAN FRANCISCO'S (CALIF.) wartime population is to be made by the Defense Council's 25,000 Air Raid Wardens. Chief Wardens and OPA representatives will do the tabulating. Purpose of the census is to provide a basis for revised allocation of industrial supplies, medical services, and civilian defense equipment.

So realistically staged was an air raid drama presented by a hundred volunteers under the GREEN BAY (WIS.) Citizens' Service Corps that members of the audience fainted or rushed to the exits, although they had been forewarned. Occasion of the dramatization was the launching of the war chest campaign.

Business men of CARTHAGE (MO.) are raising a special fund to purchase boots and extra clothing for Civilian Defense Auxiliary Firemen who recently distinguished themselves in fighting a fire that for a time threatened the entire business district. Auxiliary Police assisted in directing traffic.

Volunteers who, without good reasons, avoid instruction courses or fail to report for assignment will be suspended under a ruling recently voted by the Educational and Training Committee of the MILWAUKEE COUNTY (WIS.) Defense Council.

To teach housewives to make both ends of the family budget meet, an 8-week course will be sponsored by the LOWER MERION TOWNSHIP (PA.) Defense Council. A one dollar ($1) fee will cover the eight 2-hour lectures, which will include money management, nutrition, food label reading, Federal and State laws, fabric judging, use of alternative products, conservation, and consumer retailer cooperation.

A victory chorus of 100 voices has been established by the Recreation Committee of the MOBERLY (MO.) Defense Council. The proceeds of recent benefit concerts went to buy Christmas gifts for men in the armed forces.

The chief of the ST. LOUIS (MO.) Fire Department finds that voluntary fire fighters have become so valuable that he plans to use them in many additional ways. Under the supervision of regular firemen they will answer calls to put out small fires as a part of their training. They will also test supplies at the department's training school and repair shop.

All teachers in the DENVER (COLO.) public schools have been trained as Air Raid Wardens.

LOS ANGELES (CALIF.) Defense Council reports that its Citizens Service Corps members have done a good deal to help dispel public misunderstanding on the shortages of meat, butter, eggs, and other foods. Corps members in regular "reports to the people" aided in clearing up conflicting statements on the reasons for the shortage. Los Angeles draws heavily on movie bigwigs for members of the Citizens Defense Corps, who drop their glamour roles to work inconspicuously in OCD jobs. Cecil B. DeMille and Joel McCrea are Air Raid Wardens. Motion picture producer Sol Lesser is a member of the Los Angeles City Defense Council.

U. S. GOVERNMENT PRINTING OFFICE 508839°

No. 26

OCD NEWS LETTER

JANUARY 10, 1943
WASHINGTON, D. C.

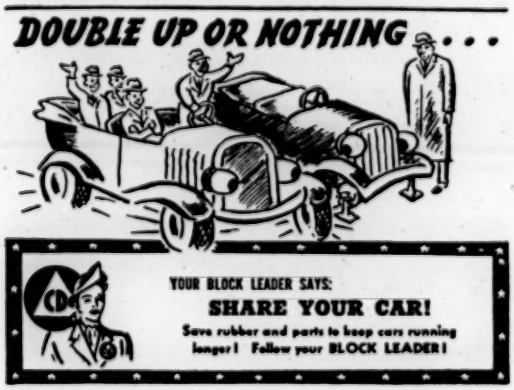
Published by the U. S. OFFICE OF CIVILIAN DEFENSE

Block Leaders Aid Car Sharing

Because nine-tenths of the world's supply of rubber is in Axis hands, making it a Number One Problem in America today, block or neighborhood leaders are being mobilized throughout the Nation to form or improve car sharing clubs in their neighborhoods and to explain how people can help reduce the general burden upon all transportation facilities. The OCD, through State and local defense councils, and the Highway Traffic Advisory Committee to the War Department, through its local transportation committees, will assist OPA in its mileage rationing program.

"The best way that a car owner can be sure of getting to work on time and still save rubber for war uses is by joining a car sharing group," declared OCD Director James M. Landis.

With four out of every five workers dependent upon private automobiles to take them to and from work, our 27,000,000 cars have become the Nation's greatest transportation system. If we are to produce the materials to win this war, the rubber and parts of these cars must be guarded zealously. What little rubber we have in storerooms, chemists' flasks, and in farmers' soil is already strained. Our tires and automobile parts must last for the duration. But they will not last if car-sharing clubs are not formed.



Press Lauds Boston CD

"Shining above the blackened ruins of Cocoanut Grove is the service of men and women trained for disaster. The time has gone by when we can say that Civilian Defense is a dodge to stir us up about the war. The other night we had proof of its need and invaluable purpose."—Editorial in ***Boston Post.***

"The great lesson stands out. The defense organizations, by mobilizing and training volunteers, have provided a greatly needed machinery by which a community can care efficiently for the victims of a disaster. The end of the war will not see the abandonment of this work."—Editorial in ***Boston Herald.***

"This Is Civilian Defense"

(*Excerpts from an extemporaneous talk by Director James M. Landis at a recent rally of OCD employees in Washington.*)

"What is Civilian Defense?" It isn't the Dupont Circle Apartments; it isn't 700 people here in Washington and the same number of people in the field. No! I always think of it in other terms—in terms that you see concretely when you get out. It is ordinary people patrolling the roads on the seacoast of Maine, ordinary people manning control centers in the San Joaquin Valley in California, or just the 7,000 people that constitute the block organization of Kansas City, or the 150,000 that constitute the same organization in Chicago. It is the people that are working and sweating and trying somehow to throw themselves into this business of doing all they can toward victory. It is a dimmed-out dark coast at Jacksonville; it is a control center operating in New Orleans; it is millions of people pulling together with a far greater loyalty than anything else I have seen at home. That is Civilian Defense. That is what we are. We are what we are. We are simply bringing these people together, giving them objectives, plans, and a sense of participation in this war. That isn't Washington—that is the United States.

The hugest blackout in the United States, covering the nine States of the OCD's Seventh Region, was recently staged. It was the first time that a blackout had reached for a thousand miles in each direction. It was a great success.

CAP Wing Tips

Atop Baldy Peak, a dome-shaped mountain over 12,000 feet high, a 4-motored Army Bomber made a forced landing. One of the crew was killed. On this "sky island," a CAP plane dropped food, clothing, cigarettes, and candy to the nine survivors. Norman Kramer, commanding Squadron 832–2, at Alamosa, Colo., made two flights to drop the emergency supplies.

Minnesota and Iowa Wings are running a neck-to-neck race to see which can organize the best CAP Cadet Squadron. National CAP headquarters is betting on both.

CAP planes are still prowling for salvage metal. Squadron 413–5, Pensacola, Fla., located a steel bridge on an abandoned logging road.

The recent decision of the Civil Aeronautics Administration to examine and award certificates to high-school students will greatly benefit CAP cadets. Thanks to this, cadets can now check out in their ground requirements for the private pilot license and need only to take the medical and flight tests.

In Cleveland, Ohio, the president of the Chamber of Commerce has asked 1,200 war plants to contribute $150 each to participate in service from a CAP courier station to speed rush shipments and the travel of key personnel.

Because of the difficulty in finding people to man fire towers, aerial forest patrol grows increasingly important these days. A major role will be played by the Pennsylvania Wing in spotting forest fires. An agreement has been signed with the Department of Forests and Waters.

Revolver and automatic pistol study—both in classroom study and in range practice—was authorized in a recent directive to CAP units. In the military courier service, especially, it is important that CAP personnel be armed.

Congratulations

In the last month of 1942 the American public was called upon, as a voluntary war program, to limit the consumption of meat to 2½ pounds a week by each adult as outlined by the Food Requirements Committee of the War Production Board. This was a vital necessity created by the special war needs of the Army, the Navy, and our Allies. The Government entrusted to the Defense Councils of the country the responsibility of carrying this program to every home, of explaining its importance, and of making it another successful proof of American democratic action. To the Defense Councils, Nutrition Committees, and Block or Neighborhood Leaders—and to all others who participated in the good work—goes credit for the successful launching of a campaign which will have a significant part in the winning of the war.

JAMES M. LANDIS,
Director, Office of Civilian Defense.

To Whom It May Concern

A group of Londoners (were) huddled in a shelter during an air raid. The bombs were falling at an alarming rate but one lady, blessed with a fatalistic philosophy, turned to a little man beside her, shrugged.

"It's no use worrying—if my name's on a bomb, I'll get it."

The little man wasn't impressed:

"That's all very well for you. But my name is Smith."

From "This Week" Magazine.

Profile

This is one of a series of biographical sketches of your Regional OCD Directors

Five years before joining the OCD to help communities help themselves in war emergencies, Joseph D. Scholtz, the Seventh Region Defense Director, had demonstrated his ability to handle a major community problem. President of the Louisville, Ky., water company in 1937 when the Ohio River flooded large sections of the city, Joe Scholtz went into action with a towboat and rigged up a temporary pipeline. For 3 weeks Scholtz and his crew kept in operation this emergency pumping system which enabled Louisville to come through the flood without a single case of typhoid.

Out of this demonstration of competence in emergency action came Scholtz' later public career. Approving Louisville citizens elected him mayor shortly afterward. After finishing his term in December 1941, he was appointed a regional inspector for OCD. When, a few months later, he was made acting director for the Seventh Region with headquarters at Omaha, friends warned him he had been handed a tough assignment in this area of Middle Western States to whose citizens eastern critics had been applying such terms as "complacent," "defeatist," and "noncooperative." But Kentucky Democrat Scholtz found Republican Governors actively helpful and the citizens of Republican States responding with wholehearted support for the Civilian Defense program. Perhaps his mild manner and tact helped pave the way for effective teamwork, but he credits the successful outcome to leadership within the States and the solid loyalty of the citizenry. On his record, the acting director was rewarded last May with a permanent appointment as director. Recently, he staged a huge region-wide black-out.

Director Scholtz is 52, tall, gray-haired, pleasant, unruffled by organizational or community problems. He is a veteran of the World War—an artilleryman.

Oklahoma City staged a Civilian and Plant Protection School on October 30 and 31, awarding 1,200 certificates to those attending all four sessions. Twelve thousand attended the chemical-warfare demonstration held at the State Fairgrounds on October 30, with 4,500 members of the Defense Corps marching in review preceding the demonstration.

B'nai B'rith, a fraternal organization having approximately 50,000 members enrolled in Civilian Defense, recently distributed a "Save Gas" plan to its members.

What Your Councils Are Doing

"Stump the Wardens"

A monthly radio quiz program called Stump the Wardens was the idea of a deputy chief air raid warden in WALTHAM (MASS.) Wardens from his zone compete for a banner awarded to the team making the highest score of correct answers to civilian defense questions. Locally sponsored, the program is broadcast before a studio audience of 1,100. Questions are deposited by the public in a box placed at the entrance to the studio; those omitted for lack of time are answered in the local press.

Training Courses

Organized by the Education Committee of the MINNESOTA State Defense Council, pre-induction refresher courses in mathematics are given free to members of the Army and Navy Air Corps Reserve waiting to report for training. Volunteer instructors are teachers or qualified businessmen. When an enlistee is enrolled by the Services, he is given a form to be returned to the Minnesota OCD on which he may signify his desire for the course. Endorsed by the Army and Navy, the program is in operation in Minneapolis, St. Paul, and Duluth.

Twelve lessons for use in training high-school students for farm work are being prepared under the direction of the chairman of the Committee on Agricultural Resources and Production, ILLINOIS State Defense Council. They will be available before the first of the year.

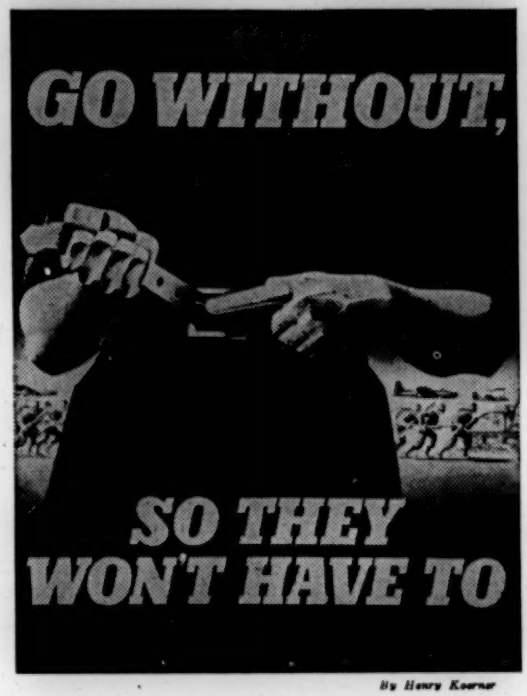
Training courses for volunteers in welfare work are being conducted by the county defense councils in PETTIS and MARION COUNTIES (MO.) Instructors in the Pettis course, which is typical, include the mayor, local physicians and pastors, representatives of the State Social Security Commission, Red Cross, Salvation Army, and USO, the county health nurse and other lecturers on specialized topics.

Changes in textile specifications and industrial equipment to enable local textile manufacturers to play a greater role in the war effort have been secured by the Industrial Mobilization Committee of the SOUTH CAROLINA State Defense Council. The Committee, which includes two engineers, has cooperated with WPB in forming pools of machinery manufacturers and wood-working plants to facilitate war work.

Machinery Clinics

Fifteen engineers have held machinery clinics and "tune-up" meetings, thanks to the NEW YORK State War Council and the Agricultural Defense Committee. Training is supervised by the Agricultural Engineering Department of the State College of Agriculture. Thirty-three thousand farmers attended the clinics during the summer. Almost 3,000 visits have been made to help farmers repair their machinery.

To learn how many women were willing to work in war industries in AKRON (OHIO), civilian defense volunteers canvassed every household in the county, ringing 51,000 doorbells. Result: 11,000 women were found willing to work. Thanks to the survey, at least 3,000 have been placed. Day nursery care for children has been furnished and a training school provided by the Board of Education.



By Henry Koerner

This is one of the nine winning posters in a contest recently sponsored by the Artists for Victory, the Council for Democracy, and the Museum of Modern Art in cooperation with the Office of Civilian Defense.

To notify rural families of an air raid, GRANT COUNTY (W. VA.) has worked out a plan for blinking electric lights in homes on rural lines.

"Raid Bundles" have been prepared by housewives in PETERSBURG (VA.) for use during emergencies. Each bundle contains two sheets, a blanket, a pillow case, and two towels. To help members of the Motor Corps or the Emergency Medical Service save valuable time during alerts and blackouts, signs are displayed in the front windows of those having raid bundles on hand.

Among new publications carrying local civilian defense news are the following: A weekly by the POLK COUNTY (IOWA) Defense Council and the DETROIT (MICH.) monthly "The Volunteer." Several more CHICAGO blocks are regularly publishing their own news letters.

Quotes

● "The increase in gardening among Negro citizens this year under West Virginia State College Extension has tripled that of any previous activity and has thus brought to our State a crop of citizens, young and old alike, who are doing their share on the home front for the ample production of food to make America strong."—*Mountaineer Defense, West Virginia civilian defense publication.*

● "No enemy plane has yet dropped a bomb on the mainland with the single isolated exception of one incendiary found in the wilds of Oregon. But remember that Britain was at war for 9 months before bombs were dropped on London. . . . They did not believe it could happen. Their attitude was very much like that of Lady Belden in the picture 'Mrs. Miniver.' You will recall she refused to get excited about German air raids: 'They would not dare to bomb England.' But they did, and the city of London was nearly burned to the ground. . . ."—*Civilian Defense Magazine, November 1942.*

● "As parents go off to work, and evidently more and more of them will have to be doing so, proper provision for their children must be assured. Nor is it only the children's welfare that must be secure! Production of war materials will only go ahead at top speed if fathers and mothers know that their children are properly cared for."—*Rose H. Alschuler in "Children's Centers," a new book.*

● "The people, men and women, must be more fanatically behind the war, more willing to sacrifice everything for it, than the peoples who are our enemies."—*Excerpt from an advertisement.*

● "It is not enough to create the will to fight. We must create a machinery that can fight—a machinery that will utilize every available resource of every American community for the seen and unforeseen demands of war."—*Director James M. Landis at Boston, November 24, 1942.*

Thousands of servicemen from Tulsa, Okla., are receiving all the news from home in condensed form through a weekly publication prepared by OCD volunteers. The paper is published by Walter W. Eastman, who originated the idea, and distribution is handled through the OCD and other organizations. Colonel R. W. Hardenbergh, Special Service Division, Service of Supply, praised the plan and stated that it comes properly within the province of local defense councils.

L. W. Hutchins has been appointed chief of a newly created education unit within the OCD Fire Defense Section. Purpose of the unit is to develop and put into practice fire prevention and fire defense techniques for use by the general public, organized civilian defense groups, and persons responsible for special properties.

The OCD Editorial Section is preparing a series of Fact Sheets chiefly for editors and writers. Two have been issued—on Fire Bombs and Plant Protection.

"Real V-Homes"

In an editorial entitled "Where Are Those V-Homes?" the Chicago Alert counselled: "Merely distributing the stickers like any other throw-away is not enough. The household that displays the symbol in its window must be fully aware of its meaning and be prepared to carry out the pledge printed on its back. The time has come to see that there's a V-Home sticker in every household in the Chicago metropolitan area. Also the time has come to boast about accomplishments when they are real."

Bargain

A prim lady warden was left in charge of her ARP post one evening last week and had a stimulating contact with the half-world. A small, brightly dressed man sauntered in, looked the place over, and engaged her in conversation. He suggested that sometimes, probably, it must be hard to get hold of enough wardens to keep the post open. She said yes, that was so, what with people moving away and all. "Well," said the visitor, "how'd ya like to have a full-time warden, a guy that would sit here 8 hours a day, 6 days a week? And not only that, but he'd pay rent—say a hundred and fifty a month. And all he'd want would be to take incoming calls on this phone." The lady said she thought that would be fine, and that she'd report the matter to her sector warden. The sector warden told her about bookies, and now she's that much more sophisticated a warden than she was before.—*From The New Yorker.*

Reminiscing, as an increasing number of Civilian Defense workers may do, concerning actual emergency experiences, Louise R. Hartley, EFH Billet Post Warden, of Post F, Area 28, in Washington, D. C., told this story of the October flood:

The one home in the zone—including many historic Georgetown residences—where high water forced evacuation was that of a Negro family. There a staff worker found a blind man, a crippled woman, and a younger woman who had no way of moving the cripple. They refused to leave without their dog, but a search revealed that it had been drowned. When they had been removed to the Post in the warden's car, a fourth member of the household, an elderly Negro, appeared. All were placed in temporary homes listed for such emergencies. Seven other houses, with a total of 60 occupants listed, were marked for possible evacuation, but the flood receded before this became necessary.

To lend realism to practice air raids, the zone coordinator of Portland, Maine, suggests a list of simulated incidents. Among them:

Setting off a smoke bomb in a vacant barn to simulate a fire.

Cardboard parachute mine with green parachute.

A traffic tangle of cars arranged to block a street.

Dr. C. E. Munoz-MacCormick, General Executive Director for Civilian Defense in Puerto Rico, recently completed a 2-week visit to the United States. "In a country of approximately 1,800,000 we have enrolled over 65,000 in the Citizens Defense Corps alone," he reported.

U. S. GOVERNMENT PRINTING OFFICE 501186°

No. 24

OCD NEWS LETTER

NOVEMBER 30, 1942
WASHINGTON, D. C.

Published by the U. S. OFFICE OF CIVILIAN DEFENSE

Block Leaders to Wage Meat Campaign

As war cuts deeper into the American kitchen, food becomes an even more potent weapon. On November 30 Defense Councils will launch through their Nutrition Committees and Block Leaders (and through Neighborhood Leaders in rural areas) a national voluntary meat rationing campaign made necessary by the needs of our Army and Navy and fighting Allies. The objective is voluntary limitation of meat consumption to 2½ pounds a week by each adult or adolescent 12 years or older, to 1½ pounds by children 6 years to 12 years, and ¾ pound by children under 6.

The Nation's 11,000 Defense Councils have been entrusted with reaching every home with this urgent message. In entrusting this responsibility, the Federal Government recognizes the effectiveness of the Block Leaders organization as a means of uniting the efforts of every family.

Block Leaders and Neighborhood Leaders will visit each family assigned to them, explain the reasons for the campaign, leave a leaflet prepared by the Nutrition Division of the Office of Defense Health and Welfare Services which contains information concerning voluntary meat rationing and alternate foods for well-balanced diets, and a chart for keeping a record of the family's meat consumption. Block Leaders will also find out the extent of interest of women in war food demonstrations.

It is not only fair, wise, and patriotic to share the meat nowadays, but absolutely necessary if we are to strike a direct blow at the Axis. Meanwhile, Americans must protect their health with a balanced diet of alternative foods.



New Enemy Bombs!

Revised instructions for fighting newer and deadlier types of enemy fire bombs were recently announced. One of the new types used by the Germans is the usual small magnesium incendiary to which has been added a more powerful and dangerous explosive charge set off by a time fuze. The enemy has also used new types of large incendiaries which explode on impact.

"These new small explosive incendiaries are a good deal more dangerous than the type previously used," Director Landis explained. "In spite of the increased personal risk, they must be attacked promptly by civilians when they fall in congested districts or where there is little fireproof construction."

A jet of water is the best method to fight these bombs. Because of the increased danger from explosion in attacking the bomb with a time fuze, the use of sand, a spray of water, and other short-range methods of attack should be clearly avoided. A stream of water should be directed into the room or area where a bomb has fallen. The firefighter should take cover behind a solid wall, the equivalent of brickwork 4½ inches thick.

When bombs fall where they can do no harm, they should be left to burn themselves out. Water need not be directed at the bomb itself. Direct a stream of water on the surrounding area, exposing no more than one hand. This will serve to halt the spread of fire until the explosive charge has gone off, and the fire may be attacked more effectively.

(See British story on page 4)

Italian Aliens May Join Defense Corps

Freed from the "enemy alien" stigma, Italian aliens are now eligible for membership in the United States Citizens' Defense Corps without any special action on the part of local or State Defense Councils. This new OCD move is in conformity with Attorney General Biddle's announcement that Italian aliens are no longer to be classified as enemy aliens.

Italian aliens are now in the same category as aliens of any friendly or nonbelligerent country so far as membership in the Citizens' Defense Corps is concerned. They are eligible to join civilian defense protective units unless their applications are specifically rejected by Local Defense Councils acting on individual cases.

"Enemy aliens," on the other hand, are ineligible for membership in the Citizens' Defense Corps unless they are individually recommended for membership by the local Defense Council and approved by the State Defense Council.

CAP Wing Tips

Commenting on a personal letter from "an old flying friend" now in the CAP, Al Williams recently wrote in the Scripps-Howard newspapers:

"This is a grand picture of volunteer America—the strongest America.

"Whether it is generally realized or not, one of our greatest troubles in this war today is found in the suppression of the 'volunteer spirit.' Why can't more of this spirit of the CAP prevail—the volunteer pilots of America who reported for antisubmarine duty with their own planes, just as their forefathers joined Washington's army with their own rifles?

"If this spirit could be spread all over the country—and it can and will—the complexion of our war effort would change overnight.

"God bless the 1942 Flying Continental Army!"

In a swamp near the Illinois line, Group 521, Gary, Ind., has uncovered 25 miles of abandoned railroad tracks and an ancient junkyard.

A son in the Army Air Forces recently wrote his father, George L. Stevens, Squadron 514-4, Cleveland: "I wish you were here to see the fine job the CAP is doing on the seacoast. You should feel very proud of being a member of that organization. In fact, I am very proud of you myself."

Men and women driving rivets in planes for others to fly can be flyers themselves. At the Vultee Aircraft Plant in Nashville, Tenn., 125 workers formed a new CAP Squadron and are planning to set up their own airport and hangar.

Shortly before they were scheduled to report for work at a nearby aircraft plant, two San Diego CAP members were strolling on the beach. Suddenly an Army pursuit ship streaked down and plunged into the water 150 feet from shore. The CAP members, James Fitzhugh and Marion Bowler, swam to the sinking plane and, against a strong current, rescued the pilot, parachute, and all. When the salvage crew came, Fitzhugh returned to the oily waters in a diving helmet and put the first line around the sunken plane.

The Ohio Wing has launched a plan with the State health department whereby blood plasma will be rushed by plane to any area stricken by disaster.

To the Minnesota Wing goes credit for being the first to report formation of a CAP Cadet Squadron. Within a week, 39 students of the Minneapolis Central High School were signed up.

At least 30 clergymen, most of them pilots, are active in CAP, according to Father Donald M. Cleary, Ithaca, N. Y., Squadron.

A Nazi made the mistake of getting drunk and heiling Hitler while wearing unauthorized CAP insignia. Alert CAP members spotted him. Result: The Nazi will be sitting this war out.

Profile

(This is the fourth of a series of biographical sketches of your regional OCD directors)

Charles Holton Murchison was no stranger to Government when he became Director of Civilian Defense, Region 4, on February 1, 1942. For a year before journeying to Atlanta, from where he directs civilian defense activities in Florida, Georgia, Mississippi, Alabama, South Carolina, North Carolina, and Tennessee, he was a consultant to the War Department.

Jacksonville, Fla., is still his home. He has been president of the city's Traveler's Aid Society, a trustee of the public library board, and an outstanding attorney. In fact, his civic affiliations were so numerous and useful that one wonders how Jacksonville ever permitted him to leave.

Born in Greensboro, N. C., on January 13, 1899, energetic Mr. Murchison served as a private during World War I. After the war, he elected to continue his education above the Mason and Dixon line, receiving his B. A. from the University of Michigan in 1921 and his LL. B. 3 years later from the Harvard Law School. He is now a member of the Jacksonville, Fla., State, and American Bar Associations, the American Judicature Society, and the American Law Institute.

A Democrat, Baptist, and a Delta Kappa Epsilon, Mr. Murchison is married to the former Helen Spratt and has two daughters.

Food Booklet Issued

An exciting, new full-colored booklet which doubtless will be useful to the nutrition committees of defense councils has just been issued by Swift and Company as a contribution to the National Nutrition Program. Entitled "Eat Right To Work and Win," it depicts such popular comic strip characters as Tillie the Toiler, The Little King, Maggie and Jiggs, Dagwood, Henry, Flash Gordon, Toots and Casper as workers on the food front.

Designed as a guide for American housewives unable to attend nutrition classes, the booklet contains folksy food information. A joint foreword by OCD Director James M. Landis and Paul V. McNutt, Director of the Office of Defense Health and Welfare Services, states that the booklet's purpose is to bring to Americans "A greater understanding of correct eating habits to meet the demands of war." Copies can be obtained by writing directly to Swift and Company, Department A, Chicago, Ill.

At its recent Kansas City convention, the American Legion pledged its support to the United States Citizens' Service Corps. Among other resolutions, the Legion offered its cooperation to appropriate committees of State and local defense councils for planning and coordinating essential services for children as a result of war-time conditions.

What Your Councils Are Doing

The *Wisconsin* State Defense Council is promoting the recruitment of 50,000 women volunteers, one for each block in the State to make every home a unit in the war effort. A Block Plan Committee representing every statewide women's organization has been appointed. Comparable in size and significance to the air raid wardens' organization, which it will supplement, the block organization will recruit block leaders from women who reside in the community to which they are assigned.

A statewide plan for employing Negroes (for which the Indiana *State Defense Council received an award from the Region 5 OCD office) operates through the Council and the Fair Employment Practices Committee. The United States Employment Service, AFL and CIO cooperate. Local bi-racial committees are formed to survey employment possibilities in their communities, to formulate plans for overcoming prejudices against the hiring of Negro workers and to secure additional work for them. These committees also promote vocational training to qualify Negro workers for available employment. Within a few months several thousand were placed.*

Training institutes for their civilian mobilization field representatives are being held by the State defense councils of *Ohio, Indiana,* and *West Virginia.* The Indiana Institute included representatives of all State public agencies, who participated in a discussion of agency relationships with defense councils.

A gala National Day pageant, in which the members of 24 nationality groups representing over 100,000 foreign-born American citizens participated, was sponsored by the Foreign Language Division of the Illinois *Council of Defense. The pageant showed significant events in the history of Czech, Dutch, German, Greek, Hungarian, Italian, Yugoslav, Norwegian, Polish, Russian, Slovak, Swedish, and Syrian nationality groups.*

A resolution requesting the Governor to appoint an economic planning board to plan the State's postwar economic readjustment was passed by the *Iowa* Industrial and Defense Commission (defense council). Emphasis was placed on developing public works to absorb unemployment caused by the closing of war plants.

Carson City, Nev., *now has hospital facilities for victims of accidents who formerly had to be rushed to Reno by ambulance. Thanks to the local civilian defense organization, the old United States Mint has been converted into an emergency hospital. Renovation was done by Ormsby County volunteers who gave time, labor, and material.*

Vitamin B complex will be added to the diet of many war workers under a program announced by the Office of War Nutrition Services of the *New York* State War Council. Where canteens or restaurants are not maintained by an industry, compressed yeast wafers will be served, with the cost of $1 a year per worker borne by employers.



"No, no, Healy—just say, 'Enemy aircraft sighted'—not 'here come the dirty so and so's'!"

Reprinted through courtesy of Esquire Magazine.

A service reaching every Grand Rapids home is sponsored by the Nutrition Committee of the Kent County, Mich., *Defense Council. Home economists will instruct neighborhood groups recruited through the PTA, neighborhood leaders taking information from weekly lectures back to their respective localities.*

Over 3,000 volunteers, 1,000 of whom are being trained as auxiliary police, have been recruited by the Negro defense organization under the *Jacksonville, Fla.,* Defense Council. A CDVO for Negroes is being set up.

A $75,000 emergency air raid relief station to be used during the day as a nursery for children whose mothers are doing war work has been presented to the city of Revere, Mass., *by the Revere Racing Association. Equipped with 200 beds, a large dormitory, a diet kitchen, and a modern inhalator, the unit also includes an ambulance which can be driven inside the building.*

Some 15 envelopes were scattered throughout the town by the *East Providence, R. I.,* Defense Council to help residents learn what they should do during a raid. Each envelope bore instructions on the outside for the finder to deliver it at once to the nearest air raid warden. Inside the envelopes were cards stating that fortunately this "calling card" dropped from an airplane was make-believe. Wardens reported receipt of the envelopes to the control center.

Quotes

● "No longer does one army fight another army, one navy fight another navy, but all of the people, soldiers, sailors, and civilians of a nation at war must fight all the people of the other nation."—*Maj. Gen. Walter K. Wilson, commanding Northern California Sector, Western Defense Command.*

● "I know there must be something I can do. I am 84 years old. . . . My sight is going fast. . . . Do you think I am too old to have my blood given for future use?"—*Mrs. Mary S. Dodge, Home for Aged Women, Boston, Mass.*

● "Anything that can create uncertainty or doubt among our people is a powerful weapon for the enemy."—*Col. Lemuel Bolles, Washington, D. C., Civilian Defense.*

● "Everywhere, throughout the United States, the touchstone to the quality of any community performance in civilian defense is the organization and quality of the local defense council."—*Director James M. Landis at Chicago, October 21, 1942.*

OCD Press Releases

Christmas Lighting.

This season the OCD discourages the use of elaborate or potentially dangerous types of Christmas decorations and of any extra outdoor lighting in all coastal areas. Reasons: (1) danger of enemy attack (2) materials and electric power are needed elsewhere (3) fire hazard (at a time when any waste is sabotage). Individual homes and stores, however, may decorate provided the lighting used conforms to dimout regulations in the locality and that such lights burn only when the occupants can put them out promptly in event of an air-raid alarm.

Pumps.

All three types of auxiliary fire pumps under the OCD protective equipment program are now in production and deliveries to municipalities have begun. Contracts have been signed for 9,000 trailer pumps, 6,000 skid mounts, and 3,000 front-end pumps. They will be loaned by the OCD to supplement regular fire engines in several hundred communities in target areas, allocation being based on vulnerability, likelihood of attack and need for equipment. In addition, distribution of 2,258,000 hand-operated pump tank extinguishers has begun.

Fire Schools.

A series of regional schools to train Fire Department instructors how to teach the combatting of fires which might result from enemy bombing is now under way. The students—regular Fire Department instructors—will in turn conduct schools under the auspices of State and local governments for other Fire Department instructors. Schools have been conducted at State College, Pennsylvania, Purdue University, and at the Oklahoma Agricultural and Mechanical College. A fourth school may be held later on the West Coast.

Staff Units and First Aid.

The requirement that members of staff units of the Citizens' Defense Corps have 10 hours of first-aid training has been removed. Nevertheless, air raid wardens, auxiliary police, and auxiliary firemen, decontamination squads, messengers, and members of the drivers' corps each are still required to have at least 10 hours of first-aid training. Nurses' aides must not only take the regular first-aid instruction, but the course of 80 hours American Red Cross training given in connection with approved hospitals.

British Give Advice On Incendiary Bombs

The October Bulletin of the Women's Voluntary Services for Civil Defence, published in London, summarizes fire bomb instructions as follows:

"Remain calm. Keep your head. Take a second to think. If more than one incendiary bomb has fallen in your house, deal first with the one most likely to cause serious damage. Search the house from the top before dealing with any incendiary bombs which have fallen outside.

"Bombs falling where they will do no harm should be left to burn themselves out. On no account treat by sandmats, although if you have to pass a bomb burning in the open, do so at the double, taking the best cover available. The fire, not the bomb, should be attacked with a stirrup pump if one is available. The leader of the stirrup-pump team should tackle the fire with the jet from behind the best available cover. The cover should be substantial, if possible a brick wall (4½ inches is sufficient). When an incendiary bomb penetrates to the ground floor it will then be safer to attack it through a window from the outside in order to get the cover of the wall of the house. Wherever possible the jet should be operated from the prone position in order that the risk of being hit by fragments may be reduced. Where there is no stirrup pump handy or where you have to act alone, throw water through the door in the direction of the bomb. You must take cover just as though you were using the stirrup pump. The water should be thrown from a pint pot, tin can, or a saucepan with a handle to hold it by, filled from a bucket of water. After 7 minutes, or when the bomb has exploded, you should enter the room and extinguish any remaining fire."

Social Error

Dean James M. Landis (was) talking to mayors from cities in 34 States at the American Municipal Association meeting. . . . A lady at the meeting said later: "Oh, I did so love meeting Judge Landis this morning. He looks so much younger than his pictures. And isn't it just wonderful how he is able to run all those baseball teams and still take time off to manage civilian defense!"—From the Chicago Sun.

No. 23

OCD NEWS LETTER

NOVEMBER 10, 1942
WASHINGTON, D. C.

Published by the U. S. OFFICE OF CIVILIAN DEFENSE

Landis Condemns Overlapping Units

Addressing the League of Virginia Municipalities, Director James M. Landis warned against the dangers of overlapping functions in the field of civilian war services. For example, he said, if two or more groups work on a salvage or car-sharing campaign in a single community, waste and confusion frequently result when each organization works on its own program. To achieve greatest effectiveness, such programs should be communally planned and executed.

"Here one of the most important duties of the defense council is that of coordinative activity," Director Landis declared. "Indeed, it would be wise for local defense councils vigorously to insist that there shall not be introduced into any community essential programs of this character unless they come from or through the defense council. The success of programs of this character is too essential to the prosecution of the war to permit them to be endangered by haphazard operation."

President Praises Defense Volunteers

In the first Fireside Chat following his recent transcontinental tour, President Roosevelt gave warm praise to the Nation's volunteer Civilian Defense workers.

The President said: "And I want also to say a word of praise and thanks for the more than ten million people, all over the country, who have volunteered for the work of Civilian Defense—and who are working hard at it. They are displaying unselfish devotion in the patient performance of their often tiresome and always anonymous tasks. In doing this important neighborly work they are helping to fortify our national unity and our real understanding of the fact that we are all involved in this war."

Organized Civilian Defense underwent a challenging test during the mid-October flood of the Potomac and Shenandoah Rivers in three States. Hundreds had to be evacuated, fed, and sheltered. The cooperation among Civilian Defense workers, Red Cross, military authorities, and the regular municipal police and fire services was commended by Brig. Gen. U. S. Grant, 3d, Chief of the OCD Protection Branch.

Civilians to Fight Block by Block



The pamphlet "Block Leaders' Alert!" is now being distributed to State and local Defense Councils through Regional Directors. It outlines the qualifications of Block Leaders and shows their strategic role in carrying vital national campaigns into America's homes. Increasingly, various Government Departments and war agencies are requesting the services of Block Leaders to help get across their programs. In those cities where Councils have established Block Leaders' organizations, car-sharing clubs have been formed, nutrition and other surveys have been made.

CAP Wing Tips

Mr. and Mrs. CAP have a new offspring. On October 9, 1942, the Civil Air Patrol Cadets (CAPC) was born. The newly arrived will resemble its parents in most respects.

Designed to bring high-school students into aviation,



"Junior Will Fly, Too"

the CAPC will form a nucleus for the coming generation of air-minded adults. Membership will be limited to native-born, physically fit students in the last or next to last year of senior high school. Each CAP member may sponsor one young man for the junior corps—the boy he knows who is most likely to succeed in aviation. He will be responsible for helping his recruit make good. Similarly, each woman member of the Patrol may sponsor one girl in the CAPC. These young civilian volunteers will not be assigned to flying duties but will be given the same ground training as for the senior Patrol. Cadets will learn navigation, meteorology, radio, and other aviation subjects. Activities will be centered at airports to give recruits the feel of aviation. Upon graduation from high school and when they reach 18, they will become eligible for flying assignments and full membership in the Patrol.

Young men who go directly into the armed forces will have a head start in any service to which they are assigned, thanks to their CAPC experience. Those who carry on into CAP will be ready to take their places in local Squadrons and train further for active Patrol duty.

CAPC Squadrons are purely local. To join, see a member of CAP in your community. Do not write National or State Headquarters. Each CAP Squadron is authorized to form one counterpart Squadron of Cadets, who will have their own officers and conduct their own programs under the guidance of seasoned CAP airmen.

Dr. Paul E. Haley, medical officer of the CAP group in South Bend, Ind., has devised a field station that packs into a space 3 feet by 3 feet by 8 inches and weighs only 46 pounds. With this unit he is equipped for anything from a headache to an amputation.

The Church's Role In Civilian Defense

By Samuel McCrea Cavert, *General Secretary, Federal Council of the Churches of Christ in America*

(This is the last of a series of three articles by prominent Catholic, Protestant, and Jewish leaders.)

In four main ways the churches seem to me to be closely related to the Civilian Defense program:

1. The primary contribution of churches and synagogues in wartime is the strengthening of religious faith which is the source of the highest morale. No other service that the churches can render in the emergency is comparable in importance with what they do through their worship and teaching to make men conscious of their relation to God and, therefore, brave and faithful in the performance of their duty.

2. During wartime the personal ministry of the churches to individuals in need of moral and spiritual help is more important than ever. Every community today is full of people who are worried about the safety of their sons in the armed forces, are suffering the loss of those dear to them, or are confronted with the necessity of serious adjustments in their own ways of living. To all of these the churches must bring inspiration, comfort, and guidance through the service of wise and devoted ministers.

3. The churches must help to nourish in everyone the spirit of self-denial and of readiness to bear gladly whatever sacrifices are called for. The churches should constantly lead the people to welcome every opportunity for generous giving for the relief of suffering and the maintenance of all necessary enterprises of mercy. The churches should stimulate the people to accept without grumbling the rationing of various commodities.

4. In many services of a very tangible and practical character, the churches can show their concern for the daily welfare of the people. Among the things which local churches are doing as a part of the organization of the community are: conducting classes in first aid, enrolling volunteer workers for the Red Cross, recruiting nurses for wartime service promoting support for the USO, poviding hospitality and recreation to soldiers and sailors when off duty, furnishing both religious and social opportunities to the new populations in centers of war industry, enlisting volunteers for cooperation in defense against air raids and fires, and in conducting salvage campaigns. All these services are important, but they should not be allowed to minimize the more distinctly spiritual function of the Church, which is not less but more important in a time of crisis.

Americanese

Some New York air-raid wardens are developing a colorful language of their own. Examples:

Smoky Joe: Civilians who take a long time to turn out their lights.

Punks: People who pay no attention to their wardens

Stinko Patriots: Passersby who see wardens putting out street lamps and complain to the police.

Wet Hens: Wardens who are hours late with their reports.

What Your Councils Are Doing

Women left at home as their husbands join the armed forces are being given preference in the free "Fix-It" course offered by the WASHTENAW COUNTY (MICH.) CDVO. Local plumbers, electricians, and carpenters are the professors who teach simple repairs for stoves, lamps, radios, and household heating devices. Schoolrooms are the woodworking shop and domestic science kitchen in the Ann Arbor High School. To cut transportation on calls for minor repairs, local repair and utility men and trade unions cooperated on the project.

Assisted by the Second Regional OCD office, the Morale Division of the NASSAU COUNTY (N. Y.) Defense Council established an Interracial Conference at Great Neck, Long Island, which helped secure for Negroes in-service training in the Sperry Gyroscope Company.

To dramatize the story of civilian responsibility in the war the Civilian Defense Organization of CEDAR RAPIDS (IOWA), together with the County Highway Safety Commission and the County War Board, is sponsoring a Victory Drivers' Caravan for towns throughout the county. A 40-minute program is presented on the main street of each town emphasizing conservation, salvage, and War Bond Savings Plans.

Immunization against smallpox, diphtheria, and typhoid fever is administered by physicians under the Home and Community Services Section of the Women's Division, LAKE WALES (FLA.) Defense Council.

Attended by 50 selected representatives from all sections of the State, LOUISIANA's first Civilian Defense training school for Negroes was recently conducted by the State Defense Coordinator. The program covered both the Citizens' Defense Corps and the Citizens' Service Corps.

Thanks to the Transportation Committee of the DELAWARE State Defense Council, plants employing 20 or more employes in Delaware have worked out car-sharing plans and the staggering of working hours. Plans are being followed up by the State Highway Department and State Highway Police. Car-sharing registration cards have been issued.

In addition to its usual duties the volunteer office of the ATLANTA (GA.) Defense Council has fingerprinted and identified 3,000 people, staffed several war stamp booths, placed volunteer clerical workers in defense offices, maintained a war information bureau, a speakers' bureau, and a radio group and staged a "buy a bomber" ball which cleared $3,000.

Fruit which is usually wasted after falling from trees is being salvaged by local Boy Scouts and other volunteers under the Conservation Committee of the VAN NUYS (CALIF.) Defense Council. It is then canned by women volunteers in the high school cafeteria to be stored for use in emergencies.

In each MICHIGAN county a farm labor committee has been set up. Members represent the United States Employment Service, the County United States Department of Agriculture War Board, and the County Defense Council. The USES has direct responsibility for meeting farm labor needs; the County War Board representative assists in determining the amount, time, and place of needs; and the County Council representative assists in recruitment.

The MISSOURI State Administrator is preparing a junior Civilian Defense course which will be introduced into elementary schools in the State through the State Superintendent of Instruction.

Designed to educate housewives on conservation, price control, and rationing through civic organizations, social clubs, church and labor groups, the Consumer Advisory Committee of the NEVADA State Defense Council is establishing in Reno the first of 25 consumer speakers' bureaus.

The Mobilization Division of the WASHINGTON (D. C.) Defense Council will sponsor in each of the city's 66 defense areas classes on price control, buying, conservation, and substitution. Instructions for the classes have been prepared by the Consumer Committee.

CHICAGO block captains secured permission to take over an empty gas station from which the pumps had been removed, and converted it into a zone salvage station. The ground was graded, the station was painted, and signs were put up explaining that it was run for the zone by Civilian Defense workers. A volunteer attendant is on duty at all times. Already several tons of salvage material have been collected and disposed of.



"It's blackout regulations"

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Quotes

● "The effective operation of hospitals is essential not only for the general promotion of the Nation's health but for the active, persistent, and continuing prosecution of the war. To support them is to deal a blow not only at the dark shadow of death but at the common enemies of the United States."—*OCD Director James M. Landis, before United Hospital Fund of New York, October 13, 1942.*

● "The conflict throughout the world will not be won by armies and navies and air forces unaided, but by whole people fighting for the lands they love. Behind Russia's battle lines, a people's army of men, women, and children too, has made possible the defense that is piling dead Germans around Stalingrad."—*Maj. Earle L. Johnson, National Commander, Civil Air Patrol, at dedication of Wings Airport, CAP Training Base, Michigan.*

● "If this war is lost, don't blame your soldiers and sailors—blame yourself. Not the man or woman in the next block or at the next machine, but *yourself*. All wars are lost by the people back home who want somebody else to do the fighting, the dying, the sacrificing for them."—*Excerpts from an advertisement.*

● "Unity starts with U. To win the war, stop private wars at home, on the job, with the neighbors. Honest apology ends friction—starts teamwork. If we all pull together, we'll all pull through."—*Virginia Civilian Defense News.*

OCD Press Releases

Aerial Bombs

The use of aerial bombs as air-raid warning devices are frowned upon by the War Department in a statement to OCD officials. Not only is the sound of aerial bombs easily confused with that of antiaircraft fire, but "they have doubtful value for warning purposes." Communities now using aerial bombs should discontinue the practice.

Phosphorescent Materials

Phosphorescent materials should not be purchased at the present time by Defense Councils or individuals for outdoor use in signs, stickers, or armbands during blackouts, according to latest advices made after numerous tests. A large proportion of such materials use highly critical chemicals that have to be diverted from war production, deteriorate so rapidly in sun and rain that they are unsuitable for extended outdoor use, and their brightness is little more than that of ordinary white paint under starlight.

Fire Prevention Week

Fire Prevention Week was marked for the first time in its history by the activity of thousands of auxiliary firemen recruited under the program of the OCD Protection Division. Thousands of volunteer firemen were sworn in at public ceremonies and thousands more were recruited throughout the country.

Calling upon all Defense Councils to continue their efforts to prevent waste of our resources and strength through fire, Director Landis described Fire Prevention Week as a good start on a job that is still to be finished.

Water-Supply Precautions

Ten precautions which should be followed in the home to protect family health in the event of failure of the public water-supply system, because of air raids or other emergencies, have been recommended by the OCD Medical Division.

Profile

(This is the third of a series of biographical sketches of your Regional OCD Directors.)

Congratulated for a successful program in his Region, he will smile and say: "Why, I didn't have much to do with that. It couldn't have been done without the cooperation of everybody working with me."

Judge Roland K. Adams, Director of the Third Civilian Defense Region, is that sort of man. Calm, deliberate, patient, Judge Adams served on Baltimore's Supreme Bench. Early he learned to look at life compassionately, laughing where laughing was appropriate, fighting where action was demanded, listening open-mindedly to all sides of every question. Though respecting the advice of others, when determined on a certain course, nothing can sway the Judge.

When Judge Adams took a leave of absence from the bench in March 1942, to assume his present job, he was warmly welcomed. Here was a man who was known, respected, and trusted—a man who had spent most of his life in two of the States in his Region, Pennsylvania and Maryland.

In Revolutionary days, the Judge's hardy ancestors served the Nation faithfully. During World War I the Judge himself was a captain in the Army. Well fitted for his challenging Civilian Defense job, the hard-working Judge today is striving to make his entire Region—which includes such strategic spots as Washington, Baltimore, Philadelphia, Pittsburgh—prepared for any emergency. Yet the Judge doesn't get excited very easily. He has a way of working serenely and successfully.

Human Interest File

In response to repeated requests, the OCD Editorial Section has established a file of human-interest stories on civilians in the war effort. This file is composed of anecdotes of individual and community achievements, sacrifice, heroism, ingenuity, and neighborly cooperation.

In order that this material may be used effectively to lift the morale of other civilians and stimulate them to similar deeds, the national office should be advised of the occurrence of such incidents. Contributions should include dates, names, and localities. Send material to Room 1004, Dupont Circle Building, Washington, D. C.

U. S. GOVERNMENT PRINTING OFFICE 490084

WOMEN'S BUREAU
OCT 20 1942
DEPARTMENT OF LABOR

No. 22

OCD NEWS LETTER

OCTOBER 20, 1942
WASHINGTON, D. C.

Published by the U. S. OFFICE OF CIVILIAN DEFENSE

V-HOME Campaign Gains Momentum

Awards of V-HOME certificates are mounting steadily. Participation in the survey of the Nation's homes has become so widespread that it has been recognized as a major contribution to the war effort on the entire home front. Reports received by the National Office of Civilian Defense indicate that the steadily growing campaign will not reach its full scope until November. Voluntary offers of cooperation have been received from numerous national magazines, with many agreeing to devote at least a full page to V-HOMES. Outdoor advertisers also have offered generous assistance, as have the motion picture industry, radio, and press.

Block Leaders Mobilize For Intensive Drives

As line sergeants lead over-the-top offensives on the battle front, block leaders are carrying through all-out offensive operations on the home front in a number of cities. They are mobilizing every household in their block to put over hard-hitting "Civilian War Service" drives. These are contributions which will help speed more guns and munitions to the battle lines and will give greater strength to our home-front fighters here.

Chicago offers an outstanding success story of the Block Plan. Chicago's 7,000 "block wardens" put over the recent fats conservation campaign by house-to-house calls on their neighbors to explain the purpose and method of the drive. The value of community block organization to meet emergencies was shown when fire broke out in Kenwood Gardens Apartments, where 600 Chicagoans live. Block Captain John Guinessy, helped by other block leaders, was able to arrange quickly for emergency housing of the fire victims in nearby homes.

In Dallas, Tex., 2,500 "information wardens" in every city block are being trained to spread vital consumer and other educational information to neighboring families. In Plainfield, N. J., children of working mothers are being supervised by "block mothers."

Fire Prevention Week Marked by Success

National Fire Prevention Week, which closed on October 10, was marked by the widest participation in the history of its annual observance, reports to the Office of Civilian Defense indicate. With the OCD taking the lead in sponsoring the campaign at President Roosevelt's request, the wartime need for conservation was stressed. Assurance already has been received that the campaign will be extended into a continuing effort throughout the year to reduce fire losses to a minimum.

Protection Show Tours

Crowds as large as 40,000, chiefly Civilian Protection Corps members, attended three recent performances in New York City of "Action Overhead," OCD-War Department civilian protection demonstration. The show moved on to new successes in Boston, and is currently "playing" in other Eastern cities. Plans are developing for the show to tour the Middle West as far as Detroit, before moving south. The professional appearance of the demonstration is the work of a staff of Army experts from the University of Maryland, War Department Civilian Protection School, 8 officers and 30 enlisted men, 1 of whom was formerly a New York stage designer.

Lauds Defense Training

"You'll never know what you don't know about civilian defense until you've attended one of the War Department Civilian Protection Schools." That's the opinion of a staff member of the ninth regional OCD headquarters in San Francisco who recently attended the Protection School at Stanford University, Palo Alto, Calif.

"When your 10 days are up," continues the Californian, "and you've covered 70 different phases of the subject . . . you'll be saved a lot of mistakes, a lot of casualties and destruction when and if the bombs begin to fall where you are. You'll marvel at the ease, the familiarity with all phases of civilian protection with which those officer-instructors get their knowledge across. . . . The whole procedure is strictly business-like but informal, and there are plenty of laughs."

From Auxiliary Policeman To Regional CD Director

(This is the second of a series of biographical sketches of your Regional OCD Directors.)

From auxiliary policeman in a local defense council to Regional Civilian Defense Director sounds like a modernized Horatio Alger story. And so it might be, but success is an old story to George S. Van Schaick, Director of the Second Civilian Defense Region, which covers New York, New Jersey, and Delaware.

Mr. Van Schaick is a vice president of the New York Life Insurance Co. His active interest in civilian defense began long before he was asked to become Second Region director. It started when he volunteered as an auxiliary policeman for the local defense council of Bronxville, N. Y., where he lives.

Back when Franklin D. Roosevelt was Governor of New York, Mr. Van Schaick was appointed Superintendent of Insurance of New York State. Serving from 1931 to the middle of 1935, he established a model of State control and regulation of insurance practices.

Before then, Mr. Van Schaick made a mark for himself as a public-spirited lawyer in Rochester, N. Y. There, as a leading trial lawyer, he waged a successful campaign against loan sharks, and engaged in numerous contests to bring justice to those of little means.

Mr. Van Schaick took over the post of Regional Director on July 1. He succeeded Col. Walter M. Metcalf, chief of the Civilian Protection Staff of the Second Region, who had been serving as Acting Director of the Regional office since the resignation of Col. Franklin D'Olier as director earlier this year.



"As a senior fire-watcher, I think I'm entitled to a few squirts."

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CAP Wing Tips

As we go to press, it is learned that the Civil Air Patrol has authorized its local units to form CAP Cadet Squadrons. Membership will be limited to students in the last 2 years of senior high school. Each cadet must be sponsored by a CAP member. The next issue of the OCD Newsletter will carry further details.

Following up their first scrap hunts from the air during the salvage drive earlier this year, OCD-Civil Air Patrol pilots and observers are intensifying their search with a second look by plane. In Owyhee County, Idaho, a large piece of machinery was found and junked, the proceeds going into the Squadron fund. Around Youngstown, Ohio, 12 planes carefully mapped the territory and found old tractors and autos, piles of milk cans, and rolls of old wire rusting in the weeds. An old mine with materials lying around its mouth was found near Canfield, Ohio. Eighteen CAP planes from Denver, Colo., scouted the surrounding country from the sky, and dropped blotters advertising the need to harvest scrap for war materials. And near Oakland, Iowa, CAP planes dropped messages appealing for scrap. One farmer, running excitedly from his barn to pick up a message, forgot about the buckets of milk in each hand—with results you can easily imagine.

More than 61,000 members have enrolled in CAP to date and new applications continue to come in at the rate of 100 per day.

CAP planes are flying to remind the public that buying war bonds is one of the most important things they can do to keep enemy planes away from the skies over American homes. Squadron 213–1, Syracuse, N. Y., gave free rides in CAP planes to purchasers of $50 and $100 war bonds at booths at the Fulton Airport during a Labor Day drive. To bring out a crowd, exhibition flights and contests were held. Five planes from Squadron 5111–1, Cincinnati, Ohio, recently went out of their own State to help put on a show to sell war bonds at Lawrenceburg across the river.

The Michigan Wing of the Civil Air Patrol is opening its own private airport, Wings Field, not far from Detroit. For exclusive use of CAP, the airport has been built by volunteer CAP labor from squadrons throughout Michigan with materials and funds donated by interested people. A noncommercial project, it will not compete with other airfields in the State. Practice coastal patrol missions will be flown over the Great Lakes, with equipment and procedures identical to those used on CAP coastal bases. By spending two weeks at Wings Field or by coming on week ends, Michigan members can prepare themselves for active duty.

What Your Councils are Doing

The Committee on Emergency Medical Service of the COLORADO State Defense Council, in cooperation with the Colorado State Dental Association, is sponsoring a program to train dentists to assist physicians in certain medical procedures in the event of a war emergency. With the cooperation of the University of Colorado School of Medicine, Denver, a class of 70 dentists has finished a course of lectures on anesthesia, and will be assigned in small groups for practical hospital training. After completing their training, they plan to return to the hospital at intervals for review. Instruction is being presented in maxillofacial and oral surgery, serology, transfusion, and the treatment of shock, hemorrhage, and open wounds. . . . In FLINT, MICH., 16 dentists are taking special training in obtaining blood for blood banks and clinical examinations, intramuscular and intravenous injections. . . . These activities follow the suggestions of Memorandum No. 11 of the OCD Medical Division, which urges dentists to prepare themselves to serve with physicians in the event of air raids.

The MASSACHUSETTS Committee on Public Safety (Defense Council) has established a Labor Advisory Board to direct the civilian defense work of the thousands of union men and women throughout the State. The Board will also help develop programs to encourage fair representation of labor in local civilian defense councils, to utilize workers with vocational experience qualifying them for specific types of civilian defense service, and to meet special problems of labor arising from the war.

The chairman of the PROVIDENCE (R. I.) Civilian Defense Council has invited Catholic, Protestant, and Jewish leaders to aid in setting up a Chaplains Corps as part of the Emergency Medical Service. The aim is to include a chaplain of each of the three faiths in each of the 23 medical units of the city.

In a single 3-day drive, approximately 4,000 civilian defense volunteers cooperated in rent registration for nine NEW JERSEY counties, totaling approximately 3,000,000 population. Officials praised the reliability and intelligence of the volunteers, who received more registrations than expected. Success of the program was attributed to carefully worked out plans of the Regional OCD office, the OPA representative, and the New Jersey Defense Council which sponsored the plan and sent directives to local councils to implement it.

The Consumer Interest Committee of the DAYTON (OHIO) Council for Defense is planning to use "Victory Aides"—a housewife in each city block—to disseminate consumer information from neighborhood centers. Lessons learned from launching the plan first in one zone will be studied before carrying it out on a city-wide scale. The Council has also allocated $2,500 for the city's first nursery for the children of war-working mothers which will be headed by a trained nursery school worker.

The first civilian defense protection school reported for Negroes in TEXAS was held recently at Prairie View College. Forty-six TEXAS and LOUISIANA volunteers were graduated. Most of the students, including eight women, were on leave from their regular employment.

The University of MICHIGAN has printed copies of two songs for victory choruses to sing at patriotic gatherings, "Battle Song of Freedom" and "Beautiful America." . . . The Civilian Mobilization Division of REGION 2 secured a song written by Irving Caesar and Gerald Marks to be broadcast to enlist cooperation on the dimout. Recordings of the song were supplied coastal radio stations in the region.

The CHICAGO Metropolitan OCD's Child Welfare Committee has set up 20 centers to study problems facing working parents. Parents are interviewed by trained workers; the central clearing office tabulates records of present facilities and new requirements for child care.

The Volunteer Bureau of the LOUISVILLE (KY.) Civilian Defense Council has set up a Selectee Assistance Bureau. Thirty-seven volunteers have helped 422 men with problems concerning questionnaires, debts and taxes, and domestic relations. Problems which the Bureau cannot handle are referred to special committees dealing with legal aid, installment sales, draft exemption, military service, and bankruptcy, or to military agencies.

Since the ILLINOIS Food Locker Association offered several hundred refrigerator lockers throughout the State as collection depots for fats salvaged by farmers, collections in a single week in September in rural areas showed increases ranging from 25 to 100 percent.

Discussions of war problems are being promoted by 246 NEW HAMPSHIRE librarians, as a result of a program being worked out by a Dartmouth professor. The University of New Hampshire is cooperating by preparing a bibliography and discussion outlines.

The FIFTH REGION'S weekly radio program, "Report to the Region," is now being prepared in five versions to stress State and local items. The broadcast by WLW in CINCINNATI is regional in scope. WHAS in LOUISVILLE plays up INDIANA and KENTUCKY items. WHKC in COLUMBUS emphasizes central OHIO. Forty stations in the region use some form of this newscast each week.

A recent survey indicated that the WASHINGTON State Defense Council's Victory Network radio program is one of the most popular shows in the State, with the excellent rating of 20 percent of the listening audience. The survey was conducted as a contribution to the war effort by a research organization.

Quotes

"I have lived in Japan, and you can believe me when I say that it will serve us no useful purpose to underrate the Japanese, particularly as soldiers. The Japanese military man is without humor, and he often makes what seems to us a ridiculous appearance, but he has audacious courage and is a fighter to the last. With such enemies as the Japanese and the Germans opposing us, we would be foolish not to prepare for a long war."—*James M. Landis, at civilian defense meeting, Charleston, W. Va., September 29, 1942.*

"Protection is absolutely a local responsibility. To fail to grasp this may be fatal. . . ."—*Administrator Hugh Stephens of Missouri State Council of Defense.*

Summary of Recent OCD Press Releases

● These suggestions for operation of motor vehicles during blackouts, worked out by OCD in cooperation with the American Automobile Association, are included in the new Handbook for Drivers Corps Members: Wait until you can see in the dark, keep view ahead clear, drive very slowly, keep your mind on your driving, use special care at street crossings and turns, make allowances for blackout handicaps, never block the road, stay sober.

● Air raids may result in contamination of food in the home, according to a study of British experience by G. E. Arnold, Sanitary Engineer of the Ninth Civilian Defense Region. He outlines precautions against flying glass, smoke and gases from high explosives, dust raised by nearby explosions, and "poison gas."

● State area coordinators for the OCD Forest Fire Fighters Service have been appointed in 20 States as the result of cooperative recommendations of Federal, State, and private protection agencies and State and Regional OCD officials. The new coordinators will consult with OCD officials and interested protection agencies within their States to select local coordinators for administration of the FFFS in county and other local units. State area coordinators will also initiate training programs to be carried out under the direction of Federal, State, and private forest officers and will mobilize local units of the FFFS for action.

● Colleges and universities have a great opportunity for war service by contributing specialists as consultants to defense councils. Here are some specialists who, according to OCD Director James M. Landis, are in immediate demand:

1. Experts in instructional methods and school organization to train civilian defense volunteers.
2. Technical and scientific experts to advise on air-raid shelters, illumination during blackouts and dimouts, gas detection and decontamination, and to study effects of bombs on buildings and people.
3. Specialists on Government and community organization to help readjust cities from total war's disruptions.
4. Health educators and medical students to instruct in first aid and nutrition.
5. Speakers, group discussion and dramatics leaders to organize speakers' bureaus, lead discussion or dramatic groups, and give speeches.

The Synagogue's Contribution to CD

By Dr. Israel Goldstein, *President,*
Synagogue Council of America

(*This is the second of a series of three articles by prominent Catholic, Jewish, and Protestant leaders.*)

When the morale of a people is high, civilian defense activities are widespread and intensive. A widespread and intensive program, in turn, strengthens and deepens national morale, which grows through exercise. Thus, the home front is fortified against the undermining influence of fear, worry, skepticism, and defeatism which a long, hard, costly, and sacrificial war tends to generate.

Religion is the oldest and surest morale builder known to man. It induces faith which moves mountains of obstacles, keeps optimism at a high level, and raises the potential of sacrifice.

The history of our Nation has witnessed the power of religion to carry its leaders and their followers through major crises. Witness Washington at Valley Forge and Lincoln before the Battle of Gettysburg. Now, again, when our Nation is going through an ordeal which tries men's souls, religion and its organized institutions, the churches and synagogues of America, will stand us in good stead.

There is, of course, a practical sense in which churches and synagogues serve the interests of the civilian defense program. They are the most important contacts with masses of people. More than 50,000,000 Americans are communicants of the Protestant, Catholic, and Jewish denominations. Their contacts with their churches and synagogues are, for the most part, regular and recurrent. Religious institutions are not casual or sporadic, but permanent, the most permanent forms of group association in American life.

The entire gamut of civilian defense activities, air-raid precautions and nutrition courses, first-aid and nursing training, sewing groups and community health instruction, can and does find encouragement and accommodations in churches and synagogues throughout the country. Speaking for the Jewish group, one can point to many hundreds of synagogues which are serving as neighborhood centers for the civilian defense program.

Long after the war will have been won, the benefits of the civilian defense program will be felt. It cultivates a closer sense of neighborliness, it is a practical lesson in community fellowship, it fosters inter-denominational amity. Most of all, it conveys to the American people the lesson which our generation at least will not forget, namely, that American citizenship is not only a privilege but a responsibility. Thus, we are made to feel a closer sense of kinship with our forebears, the men of 1776, 1860, and 1917, who paid a price for safeguarding their way of life, and who, because they paid dearly, cherished it dearly.

487771° U. S. GOVERNMENT PRINTING OFFICE

No. 21

OCD NEWS LETTER

OCTOBER 8, 1942
WASHINGTON, D. C.

Published by the U. S. OFFICE OF CIVILIAN DEFENSE

Hero's Mother Is Among First V-HOME Winners

America's V-Homes are mobilizing for victory. Many families all over the Nation are following the lead of Mrs. Colin P. Kelly, mother of Colin P. Kelly, Jr., America's first outstanding hero of World War II, who was among the first to receive a V-Home certificate in her home town of Madison, Fla. The red, white, and blue stickers going up in the windows of these homes proudly proclaim their families to be home-front fighters all-out for victory.

The majority of air-raid wardens tell of smiling cooperation in the V-Home campaign from the greater part of the families in their areas. Most wardens are enlisting even their "difficult" homes by mixing a little extra diplomacy with intelligent explanations of the purpose of the V-Home drive. These workers report that the satisfaction of successfully meeting such challenges is a gratifying reward.

In the Nation's capital, among the first families to be awarded a V-Home sticker was that of Alexander Bartnovsky, a native of Russia and a pianist-composer whose sister and two brothers are in Nazi-occupied Odessa. Mrs. Bartnovsky had open house on a recent Sunday for 27 service men whom she fed chicken dinners. Two of the Bartnovsky's six children are junior civilian-defense messengers and one is a senior messenger who also works at a service men's club.

The first Negro V-Home to be reported was that of Eugene E. Jackson, Washington, D. C. Mr. Jackson is a group warden in charge of feeding and housing in his defense area, and the rest of the family are also civilian-defense volunteers.

Speakers' Chiefs Meet

A 4-day conference of regional representatives was conducted recently by Donald Hayworth, Chief of the OCD Speakers' Section, at East Lansing, Mich. The representatives heard Col. Harold A. Furlong, Michigan Civilian Defense Administrator, describe how 146 local speakers' bureaus throughout the State are served by the model Michigan Victory Speakers' Bureau which lists 1,600 speakers. They learned about practical operations by visiting several local councils' outstanding speakers' bureaus and by conferring with 12 leading county directors.

Landis to Launch Fire-Prevention Week

The all-out attack on saboteur No. 1 of the home front—fire—will be led by local defense councils during Fire Prevention Week October 4–10. Safety-education programs, including parades and posters, speeches and window displays, followed by inspections and clean-ups, will highlight the week in many communities. OCD Director James M. Landis will launch the safety week with a speech broadcast nationally over NBC October 4 at 1:45 p. m. And during the week, radio stations will feature two transcribed OCD programs warning that every fire in warring America helps the Axis.

The Federal Government through OCD is participating for the first time in Fire-Prevention Week not only because fire ignited by incendiary bombs is a constant threat but also because accidental blazes, destroying vital factories and materials, are on the increase. Fire burned up over $9,000,000 worth of property more during the first 5 months of this year than the same period last year. Even destroyed materials not being used directly in the war effort, such as homes, must be replaced from our already limited supplies.

Helping promote the safety week are many private organizations which heretofore have borne the burden of fire-prevention education. Among the leaders of these are: Chamber of Commerce of the United States, Federation of Mutual Fire Insurance Companies, International Association of Fire Chiefs, International Association of Fire Fighters, National Board of Fire Underwriters, National Bureau for Industrial Protection, National Fire Protection Association, National Safety Council and United States Junior Chamber of Commerce.



Supplied by the National Board of Fire Underwriters, 150,000 of these posters have been distributed by OCD.

Defense councils are cooperating with salvage committees during Fire Prevention Week by urging that usable material collected during cleanups be turned in at salvage depots.

CAP Wing Tips

The Pennsylvania Wing, which pioneered OCD Civil Air Patrol's first courier station at Middletown to fly emergency war errands, has established another courier depot at York. Five planes and pilots, under Capt. John R. Burleigh of Scranton, Wing Transportation Officer, are ready to speed key personnel and light cargo from vital war-production plants in the area. Under the lead of the Chamber of Commerce, local companies are paying a month's expenses of the courier station. Subsequent costs will be shared by the users on the basis of service rendered.

In the first maneuver of the Indiana Wing, 144 planes and 447 CAP members participated. The Wing was divided between 40 different points for "intermediate rendezvous," and three destinations were designated as "final rendezvous."

Maybe CAP attracts inventors, or maybe it inspires inventiveness. Anyway, two members have turned their ingenuity to inventions. William Diehl, Jr., of the Bendix, N. J., Squadron, invented a smoke generator to fog out whole areas, which was tested by uniformed CAP marchers in gas masks. Norman J. Green, Training and Operations Officer, Squadron 311–9, Paoli, Pa., developed a simple bomb sight for light planes. The device, clamped to the plane door, is kept level by a pendulum. Tested from a plane moving at 105 m. p. h. 400 feet above ground, the bomb sight put a dozen 12-pound bags of gravel and flour within an average of 13 yards of the center of the target—good shooting compared with dropping by guess.

The Kentucky Wing of the Civil Air Patrol is helping recruit for the Navy. In cooperation with the Navy League, 93 of the 97 planes available in the Wing put on a show at Owensboro. Despite bad weather, thousands turned out to watch, and more Navy recruits were signed up during the day than the total for several previous weeks. Similar success was scored at Paducah and Ashland.

Not only planes but horses are the mounts of versatile CAP members in Nevada. The rough-riding cavalry units are training with simulated search and rescue missions over mountains and deserts where flyers can do the reconnaissance but cannot land.

Disasters Are an Old Story to Him

(This is the first of a series of biographical sketches of your Regional OCD Directors.)

Emergencies in the First Civilian Defense Region, up in New England, will find the man at the Civilian Defense helm well qualified to swing into action. That's because of Regional Director Joseph M. Loughlin's experience in directing flood disaster and hurricane relief programs.

Born in Bristol, Conn., in 1901, Director Loughlin attended grammar and high school in that State, and graduated from Syracuse University with a Master of Science degree in Public Administration.

In March 1936, he directed flood disaster relief work for Connecticut in cooperation with the Red Cross, and in September 1938 he directed hurricane relief there.

Mr. Loughlin was executive director of the Connecticut Relief Commission from 1934–36, and assistant budget director from 1937–39. He served as assistant director of the Rhode Island Department of Social Welfare in 1939–40, and from that time until his connection with Civilian Defense work in August of 1941, was a Government Social Security consultant.

At that time, the then Regional Director, James M. Landis, selected Mr. Loughlin as his assistant. When Mr. Landis left for Washington to serve as national OCD chief, Loughlin was made Acting Regional Director and shortly after was appointed Regional Director.

New OCD Booklets Out

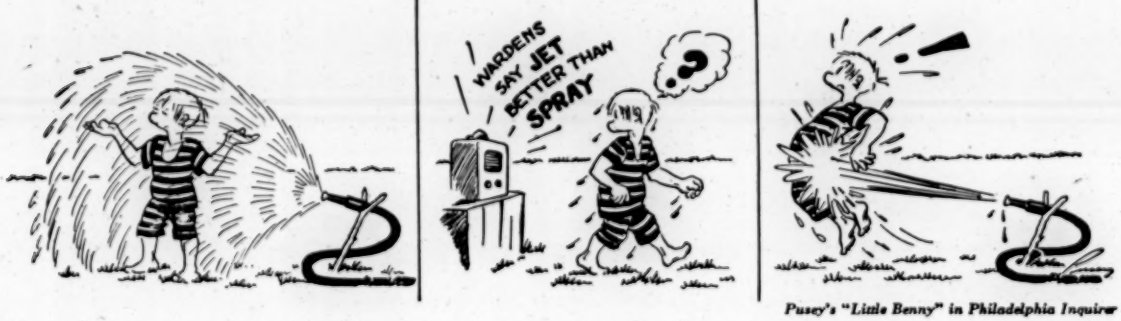
1. *The Block Plan of Organization for Civilian War Services* describes a community organization plan designed "to assure total coverage of all households for civilian war services" or Citizens' Service Corps duties.

2. *Handbook for Auxiliary Police*, prepared in cooperation with the FBI, describes volunteer police jobs.

3. *Handbook for Drivers' Corps Members* covers everything from maintenance of autos to blackout driving.

4. *Forest Fire Fighters Service* outlines the organization's duties, training, organization, and membership requirements.

5. *Bomb Reconnaissance*, for restricted distribution to "bomb reconnaissance agents," was prepared for OCD under direction of Chief of Ordnance of U. S. Army, with suggestions of the National Technological Civil Protection Committee.



Pusey's "Little Benny" in Philadelphia Inquirer

What Your Councils are Doing

Among the first to arrive at the scene of the recent wreck of the Boston-to-Bellows Falls milk train were civilian defense emergency workers from FITZWILLIAM, N. H. Four stretcher cases were rushed to the hospital in three beach wagons equipped as ambulances, and 10 first-aiders treated cuts and bruises of a number of others from the wreck.

An excellent day-care center for children of working mothers is operated in FLORENCE, ALA., under the joint sponsorship of the Board of Education and the Defense Council. Open from 6 a. m. to 6 p. m., the nursery school, using teachers trained by the WPA, takes care of 60 children. Two other nursery schools are also operated in the city by the WPA.

Many defense councils are taking advantage of the educational opportunities offered by county and State fairs. The 15 civilian defense exhibits of the WISCONSIN Council of Defense occupied several thousand square feet of space at the WISCONSIN State Fair, and included a 100-seat movie theater showing war films. Civilian defense exhibits sponsored by the State Defense Council highlighted the MISSOURI State Fair in SEDALIA and included models of airplanes and bombs. Sixteen defense and war films were also shown.

Of the 281 women who notified the Marion County Defense Council at FAIRMONT, W. VA., that they were "taking" the council's radio nutrition course, 200 turned in examination papers at the conclusion of the course. Certificates go to those who pass.

The WASHINGTON STATE Defense Council recently celebrated the first year of publication of its official bulletin, "For Your Information." During the first few weeks of its life the bulletin was mimeographed. Then a prominent publisher on the Council's Public Information Advisory Committee called a meeting of printing union and print-shop representatives, engravers, and paper and ink sellers. Each agreed to donate services or supplies necessary for a 4-page weekly. Only cost to the defense council now is postage for distribution.

The chairman of the MILWAUKEE COUNTY Defense Council has appointed an Education and Training Committee of six educators who check and approve basic and advanced courses for volunteers in the Citizens' Service Corps and who inspect schools where courses are given.

Albert A. Cohen, air raid warden of KANSAS CITY, MO., proved that the best way for him to get acquainted with the neighbors for whose protection he was responsible was to hold a picnic in his back yard. . . . To get acquainted with the women in her block, the wife of an air raid warden in MILWAUKEE invited 25 neighbor women to her home. Each brought a sandwich with her name and address written on the wrapping. Exchanging the sandwiches helped mix up the crowd. Many air raid wardens in other cities are getting acquainted with the people in their blocks by holding picnics in city parks or their own yards.

NEW YORK CITY Boy Scouts gathered a "bumper crop" of scrap rubber along the East and North Rivers from barges and tugs. With axes and crowbars, the Scouts unfastened the old tires used as bumpers on the barges.

The Consumers' Division of the NEW YORK CITY War Council has taken a sample poll to discover how city housewives are adapting themselves to the war program and how group discussions can help special problems. Women were questioned on the adequacy of the sugar ration and the use of sugar substitutes, participation in salvage of tin and fat, purchase of bonds, price ceiling posting, the need for the organization of swap-centers where outgrown rubbers and other scarce items could be exchanged. Results will guide planning of the fall program of the Consumers' Division and its 35 neighborhood committees, which assisted in making the survey and tabulating the results.

More than 49 VIRGINIA Defense Councils have Negro representatives as members.

To counteract pressure being put on civilian defense volunteers to purchase special personal liability policies, the mayor of NEW HAVEN, CONN., has promised that the city will defend civilian defense workers in case of court action arising out of performance of duty. The corporation counsel held that civilian defense workers are in the same category as soldiers on duty.

The DISTRICT OF COLUMBIA Blackout Bill, passed by the Senate, includes provisions for medical care of civilian defense workers injured in the course of duty, and relieves civilian defense workers of liability for damage which might result in the performance of duty.

SERVICES TO SERVICE MEN

The Recreation Division of the ST. PETERSBURG, FLA. Defense Council has organized a Service Men's Fine Arts Club for the men stationed near the city who are interested in classical music, writing, and painting. Painting supplies, models, a phonograph, a loan collection of records are supplied, and the program includes weekly concerts, a chamber music group, book reviewing, and poetry reading.

"Defense Recreation Through Music" is the name of a new unit of the Citizens' Service Corps of the WISCONSIN State Council of Defense. It provides phonograph records, pianos, and other musical instruments for men in the armed forces. Original sponsor was the WISCONSIN Federation of Music Clubs. More than 5,000 records, 30 phonographs, 70 pianos and other musical instruments, all donated, have been sent to Army, Navy, and Marine posts.

Because Army regulations forbid soldiers to solicit hitch hikes, the War Councils of PULASKI VILLAGE and OSWEGO COUNTY, N. Y. have rented a small store and converted it into a transportation center for service men who wish rides. Signs on the outskirts of the town ask motorists to stop there to give service men a lift. Several women's organizations provide refreshments and men's groups provided furniture and funds.

Quotes

"In May of this year there were 400 less fires in Chicago than there were a year ago. This despite the increased load of war production and intensified activity. In June there were 350 less fires in 1942 than in 1941. In July, the reduction was 987.

"Chicago is a safer place to live. And what is the greatest educational organization in this city today that was not functioning fully a year ago? The Office of Civilian Defense."—*Chicago Civilian Defense Alert, August 25, 1942.*

"One thing that this war has demonstrated on the battlefront is the significance of the individual, that his ingenuity, his purposefulness, his selflessness mean as much or more than equipment and guns and organization. The same thing is true of the American home. To make it a part of the fighting front, its residents, its individuals must be possessed with the same passion and the same spirit. They must not, they dare not, wait for some group, some organization to tell them what they can do to help win a war. They must, instead, devotedly and doggedly find ways in which to make their lives count. It is not enough to salvage, to conserve, to protect, to invest in war stamps and bonds. It is more that today is being asked and today must be given. And that more is selflessness and insight—the willingness to do anything that the times may require, the ingenuity and determination to find something that the times do require."—*James M. Landis on Northwestern University's "Reviewing Stand," September 7, 1942, over Mutual Broadcasting System.*

Summary of Recent OCD Press Releases

Units of 15 physicians each are being organized to help care for casualties and other patients who might have to be moved from hospitals in exposed cities, because of enemy attack, to Emergency Base Hospitals in the interior. As part of the joint hospital program of the Public Health Service and the OCD Medical Division, the Surgeon General of the United States Public Health Service has issued invitations to selected hospitals to organize such units. The physicians in each unit, including specialists in internal medicine, general surgeons, orthopedic surgeons, a dental surgeon, a pathologist, and a radiologist, will receive commissions in the United States Public Health Service Reserve, but will be called to active duty only if hospital patients must be moved to Emergency Base Hospitals or if the civilian population is moved because of enemy action.

● MEXICO'S civilian defense organization has adopted insignia identical to that used by our OCD, General J. Salvador S. Sanchez, Chief of the Presidential Staff in charge of civilian defense under President Manuel Avila Camacho, notified OCD Director James M. Landis. Using their national colors, Mexican insignia features a green circle, where the American is blue, as background for the white equilateral triangle on which the distinctive symbol of the special service appears in red.

The Church and Civilian Defense

REV. CHARLES E. BERMINGHAM, *Director,*
CATHOLIC YOUTH ORGANIZATION,
DIOCESE OF BROOKLYN

(This is the first of a series of three articles by prominent Catholic, Protestant, and Jewish leaders.)

These are days in which every American community looks for centers or organizations which will provide the moral and material support required to carry our people through this time of crisis. The danger of attack and our common purpose to achieve victory unites individuals and families imbued with this spirit of all for one and one for all. The constituents of a given community will naturally seek focal points about which they can rally. The neighborhood church can truthfully be considered to be a center of community action, along with the town hall, schools and libraries, the police and fire departments, the hospitals and welfare agencies. The minister and lay officials of the church, the teachers and officers of these other public services are expected to lead and organize a community in setting up adequate protective services and in contributing in a positive manner to the effort of our entire country against the common foe.

The Church is most adequately fitted to act as a rallying point for many of the activities connected with civilian defense and morale. Its roots are in the community. The community church or synagogue is trusted and respected. Their memberships and the general community expect every religious congregation to assist in warding off the common danger and defending this country established on principles set down by the Almighty Himself.

It is the duty of the community civilian defense authorities to utilize every possible agency of assistance and support. They would indeed be remiss in their obligations to the community and to our country if, wilfully or otherwise, they neglected to harness those citadels of light and strength which are our community churches. They should enlist immediately the cooperation and support of priest, rabbi, or minister, and the resources of their churches or synagogue in all these activities.

Our church leaders and members should expect this call in the hour of danger and should respond most willingly to it. Those who believe in the Fatherhood of God and the brotherhood of man should be the first to offer consolation and assistance to those in need or to those who fight the good fight. These men and women will continue to worship God and to teach His truths. However, they will put into effect that charity which He teaches to the benefit of their fellowman. Those who are taught to respect civil authority as a God-given duty will follow their rightful leaders in every effort necessary to overcome the inroads of the unjust aggressor. Then indeed will religious faith and practice prove an overwhelming force to establish that peace and justice for which we all pray.

Protection School Moves

The War Department Civilian Protection School, formerly located at the University of Florida, is now operating permanently at Occidental College, Los Angeles, Calif.

U. S. GOVERNMENT PRINTING OFFICE 485458

No 20

OCD NEWS LETTER

SEPTEMBER 24, 1942
WASHINGTON, D. C.

Published by the U. S. OFFICE OF CIVILIAN DEFENSE

Demand Soars for "What Can I Do"

America is awake—wide awake! The flood of requests pouring in by telegram and letter for more and more copies of the new citizen's war manual, *What Can I Do*, proves the eagerness of many Americans to man the posts of the fighting home front. This unprecedented demand for the new war guide has boosted the first printing by an additional million and a quarter copies.

Why is it such a hit? Because the booklet is the most clear and concise summary to date of specific opportunities for war service for everybody. Besides illuminating factual material, a lot of laughs are provided by 64 clever cartoon-illustrations by Gluyas Williams, as his patriotic contribution. Sixty-five different occupation groups—from janitors to actors—are given definite directions where to throw the weight of their particular talents to help victory most.

The big campaign to tell the Nation about *What Can I Do* is now in full swing. First of approximately 20 national magazines to feature the war handbook was the *Woman's Home Companion* with a full-page summary by the editor. Baseball enthusiasts heard about the booklet during all commercial broadcasts of ball-game scores September 7 to 14. The Office of War Information has sent personal letters to station managers throughout the country, urging cooperation with local defense councils to promote the citizen's war manual. The National Association of Broadcasters has also distributed spot announcements on the book to all stations.

Wanted: Nurses' Aides

Nurses' Aides are needed! Defense councils throughout the country are throwing their weight into the intensified September campaign sponsored by the Office of Civilian Defense and the American Red Cross to step up recruitment of nurses' aides. Many council volunteer offices are concentrating their efforts in a single week's drive to boost the current totals of 25,977 nurses' aides graduated and 39,320 registered for training. To help put over the campaigns, Red Cross Area offices offer valuable publicity material, including a poster, publicity kit, and movie trailer.

Everybody's Asking: Is Yours a V-Home?

Is your home a V-HOME? That's the question of the hour which air-raid wardens are beginning to ask the residents of 34,800,000 American homes. Those who answer "Yes" will have fulfilled the five basic requirements for a full-fighting home and will be rewarded with a handsome "V-HOME" sticker.

When the number of families which can qualify throughout the country has been determined, America will know how hard the home front is hitting. Civilian defense will know where it stands to date and so how to speed its progress forward. And many millions of families with V-HOME stickers displayed in their windows will be proud and encouraged by the recognition of their efforts.

Backing up air-raid wardens in their V-HOME solicitation will be a national publicity campaign emphasizing its importance for victory. Through national magazines and radio, press and posters, and window displays, families will learn of the five V-HOME fundamentals and, as a result, will welcome their wardens when they call. Even an "Andy Hardy" movie will feature a V-HOME.

Plants Cooperate

Greater safety for America's army of war-production workers was the aim of recent Army and Navy orders directing all war plants to plan to use the facilities of local civilian defense emergency medical services if necessary.

Most industrial concerns now provide medical services within their plants, but the importance of supplementing these facilities with local emergency medical services in case of an air raid was pointed out. Three different aids which local civilian defense medical services could offer industrial plants in an emergency were outlined. These included use of ambulances and emergency medical field units, beds at hospitals for severe casualties, and establishment of a casualty station near the plant.

Dr. Ward L. Mould, of the OCD medical staff, has been assigned to assist chiefs of emergency medical services and plant authorities work out cooperative relationships.

CAP Wing Tips

"A grand job!" Those are the words of Lt. Gen. H. H. Arnold, Chief of the Army Air Forces, describing the work of the OCD Civil Air Patrol Coastal Patrol. His praise was in answer to a question at a press conference on his opinion of this vital CAP service.

Another indication of the importance with which military men hold the CAP is that members are permitted to wear the uniform of the United States Army and "U. S." insignia on their shoulders, privileges granted to no other outside organization. Exclusive permission has also been accorded CAP officers to wear the Air Corps wing and propeller emblem, in silver, and CAP captains and lieutenants are permitted to wear the same bars as Army officers of similar rank. The red shoulder loops, worn by CAP members to distinguish them from Army personnel, contribute to their snappy uniforms.

Despite departures of some CAP members into the armed forces, applications for membership continue to increase. At most recent count, enlistment applications topped 58,000.

After swimming 7 miles, a woman stumbled ashore from Saginaw Bay off Lake Huron in Michigan. The launch on which she and 12 others were cruising had struck a rock and sunk. As darkness was closing in, CAP Pilot Al Hoffman, of Bay City, flew out and located the wreck. For several days, wide areas were searched by the Coast Guard Auxiliary and planes of CAP Squadron 613–2, with Les Kefgen commanding. One survivor was found after 72 hours in the water. Two survivors were found on an island. The search continued until the bodies of all the others had been recovered.

At North Springfield, Vt., a fugitive from the county "hoosegow" had the bad luck to get the CAP on his trail. "Green Mountain Updrafts," new publication of the Vermont wing, reported: "While a posse thrashed around in the underbrush, Pilot Fred Greenwood spotted the quarry from the air and circled the spot until the law closed in for the take."

CAP "might well be termed the spearhead of American civilian fighting power," said the Charlottesville, Va., *Daily Progress*, commenting on emergency medical plans of local CAP Squadron 326–2. Working with the local defense council, the squadron has put planes and pilots on call to fly doctors, nurses, blood plasma, and medical supplies from the University of Virginia Hospital to the scene of an emergency. Packages are being developed to drop plasma containers from planes without landing and without parachutes.

Squadron 623–1, Oshkosh, Wis., is practicing relaying messages from ground crews to planes. Signal crews go out by car. Planes make systematic search for messages they write on panels on the ground. On spotting a panel, a pilot waggles his plane's wings in acknowledgment of the message and circles the spot, so that the ground crew can set up further panels to complete the message.

New Horn May Solve Warning Problem

A possible solution to the air-raid warning problem is offered small towns in a new and inexpensive air horn, tested by the Bureau of Standards through arrangements with the Office of Civilian Defense. The horn may also be used to round out and supplement warning systems of larger cities composed of more powerful warning devices.

Called the "Signalphone," the new horn, which was submitted by the Keystone Grinder Manufacturing Co., of Pittsburgh, Pa., is made of 2 ounces of steel and about 5 pounds of cast iron. Total cost, complete with regulating and operating valves, is expected to be about $50. When tested by the Bureau of Standards, the horn produced a sound level of 108 decibels. This compares to 104 decibels produced by the loudest electric siren ever tested by the Bureau.

The Signalphone operates from the air compressor tank of an ordinary filling station. This would make it ineffective for "repeat" raids if electric current is disrupted by the first raid.

Bastedo on Radio

Philip Bastedo, Deputy Director of OCD, spoke on "Is America All-Out for War?" at a Town Meeting for War sponsored September 17 by the Richmond (Va.) Defense Council and broadcast as an "America's Town Meeting of the Air" program. Other speakers were Douglas S. Freeman, Richmond *News-Leader* editor; Walter Wanger, movie producer; and Eric Sevareid, CBS news commentator.



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What Your Councils are Doing

Citations for merit have been given to nine defense councils in Region 5. The first award went to WHEELING, W. VA., for successful blackouts. HARRISON COUNTY, W. VA., was cited for establishing a "Victory Begins at Home" program. Cincinnati, Ohio, was honored for collecting more scrap iron than any other city in the Nation. Besides more than 29,000,000 tons of scrap iron, its drive netted 250,000 pounds of scrap rubber. LOUISVILLE, KY., and FLOYD and CLARK COUNTIES, Ind., received a joint citation for demonstrating ability, efficiency, and organization to an outstanding degree. PARKERSBURG, W. VA., won its citation for achieving advanced medical preparedness. INDIANA was cited for the success of its bi-racial cooperation program. HIGHLAND CITY COUNTY, KY., received an award for effective fire control. When four 12,000-gallon oil storage tanks caught fire, two exploding, prompt action of auxiliary police and firemen prevented the explosion of 10 more storage tanks.

The CHICAGO Metropolitan Area OCD offers translation and letter-writing services to soldiers' relatives and friends who do not know English.

The LOUISIANA Defense Council's eight 1-day institutes held throughout the State last month were attended by about 700 representatives of local councils and public and private agencies interested in civilian mobilization. So successful were the meetings that similar series in ARKANSAS and OKLAHOMA have been planned.

MILWAUKEE, WIS., has a "war chest," which the defense council originated to conduct a single united campaign for all agencies dealing with war efforts. Handling the campaign will be the United Community and War Fund Committee. The defense council will use its share of the funds for equipment and supplies, printed material, and special campaigns to supplement its grant from the common council contingent fund.

THE HEALTH FRONT

The Health Committee of the MARION COUNTY Defense Council, at FAIRMONT, W. VA., has conducted an extensive immunization program. The volunteer office marshalled 300 volunteers who visited the home of every child under six throughout the county to explain the purpose of immunization to parents and make arrangements, when possible, for immunization at a public clinic. At the same time, volunteers urged enrollment in home nursing, first aid, and nutrition classes, and collected information on the need for care of children of employed mothers. The campaign was so successful that almost every child in the County was immunized, even though the number of doctors and nurses available to do the work has been greatly depleted by the war. Heretofore, 75 percent of the deaths from diphtheria have been among children under five.

Civilian Defense emergency medical chiefs, cooperating with public health officers, have arranged for the vaccination of more than 11,000 civilian defense workers in the State of WASHINGTON.

The TULSA (OKLA.) Council's volunteer office calls its block organization of women the "Contact Corps." In the DISTRICT OF COLUMBIA members of the block organization are "Victory Volunteers." NEW YORK STATE'S will be "Victory Wardens." NEBRASKA and SYRACUSE, N. Y., have "Victory Belles."

"Peter Bottleneck," a perennial objector who has to be sold on every phase of civilian defense, is one of the stars of one of two radio programs presented weekly by the ST. PETERSBURG (FLA.) Defense Council over Station WSUN. A program, convincing Pete Bottleneck and his family of the necessity for airplane spotters, resulted in an influx to the defense council office of volunteers. The Little Theater Group provides actors for the program, and music and scripts are furnished by volunteers. The other weekly program called "Whose War Is This?" is a news broadcast on defense activities.

The MICHIGAN Council of Defense, cooperating with the Michigan Civic Orchestra Association, the Association for Education by Radio, and the National Music Camp, is planning to sponsor civic orchestras and choruses composed of civilian defense volunteers throughout the State.

NEW YORK STATE and PENNSYLVANIA are centralizing civilian war training in offices of war training set up under their State defense councils. New York's will operate through the Bureau of Public Service Training of the State Department of Education. Its War Training Office will provide training services to both protection and mobilization offices. It will also determine priorities of need, approve and assist local training programs, coordinate State, Federal, and local training, and issue training certificates.

THE SALVAGE FRONT

The salvage committee of the ILLINOIS Council of Defense has prepared and distributed to salvage committees of local councils nearly 1,500,000 "sink stickers," which remind housewives, "Stop! There's dynamite in that grease." They have organized Girl Scouts, Farm Bureau girls, and many others to make sure that every home has a sticker on the sink.

The Salvage Committee's Household Fats Section of the CHIPPEWA COUNTY (MICH.) Defense Council has arranged for cooks on Great Lakes steamers to turn in fats from their galleys as their ships pass the Sault Ste. Marie locks.

Twelve trucking concerns in BATTLE CREEK, Mich., have offered the use of all their equipment to haul salvage to production centers.

The Cultural Garden League of CLEVELAND, OHIO, with the cooperation of the Fifth Regional OCD, is sponsoring a series of celebrations to mobilize nationality groups.

Quotes

"The motto of the educational system of China is 'Education is the best defense of the Republic.' It is our job, as it is China's job, to educate more people, train more people, improve the health of more people as the war goes on. China's Government of scholars has increased the will of China's people to fight by increasing the number of things worth fighting for. We must do the same, until America's millions have a full and deep understanding of the fact that men who are meant to be free should fear slavery more than death."—*James M. Landis, before National Institute on Education and the War at American University, Washington, D. C., August 29, 1942.*

* * *

"Britain's ordeal by fire was probably the most dangerous and costly of all her war experiences. . . . I have seen Bristol, Liverpool, Cardiff, and they, like London, bear testimony to Mr. Morrison's (Minister of Home Security) remark: 'The danger of incendiarism can hardly be overestimated. It is possible to lose a war by fire.'"—*"Britain's Civil Defense Lessons for America," by S. L. Sloan in* The American Mercury, *September 1942.*

* * *

"Let us hope tonight that people—big people, little people, all people throughout this great country—have the faith to once again sacrifice for the things we hold essential to life and happiness. Let us defend these principles to the last ounce of blood—but then, above all, retain reason enough to have 'charity for all and malice toward none.' If the world ever goes through this again, mankind is doomed. This time it has to be a better world."—*From one of the last letters of Ensign W. R. Evans, Jr., of Indianapolis, Ind., pilot killed in the battle of Midway.*

Bomb Applicants, Note

Applications for practice fire bombs are being temporarily held up by the Chief of Chemical Warfare Service of the War Department because no practice incendiary unit which meets approved standards has yet been produced by any manufacturer. When a practice bomb has been approved—in the near future, it is hoped—names of the manufacturer, or manufacturers, will be published in the *News Letter.* Until then, applicants are asked to withhold further fire-bomb requests, as described in the last *News Letter.*

Grant Made Chairman

Brig. Gen. U. S. Grant, 3d, chief of the OCD Protection Branch, has been appointed by President Roosevelt to be chairman of the National Park and Planning Commission, succeeding Frederick A. Delano, who had asked to be relieved of his duties. General Grant will continue to serve the Office of Civilian Defense.

Summary of Recent OCD Press Releases

Philip Bastedo has been appointed Deputy Director of the Office of Civilian Defense. He will act for Director James M. Landis in his absence, and serve as his special representative in liaison relations with other agencies. Special Assistant to Director Landis since last March, Mr. Bastedo is on leave from a New York law firm and served on the legal staffs of PWA and the Treasury.

TECHNICAL ASSISTANCE

OCD Director James M. Landis has urged appointment of a "Technical Assistant" to each defense council. His duties would be to gather information to answer special technical questions on civilian protection, to check designated air raid shelters, and to examine provisions made for "breakdown service" in essential public utilities. To assist their technical assistants, it was suggested that defense councils in large cities and regional and State OCD offices create "Technical Committees."

Technical assistants will also organize and train "Technical Intelligence Units," whose responsibility will be to study the effects of bombing or other enemy action. Such trained technical observation has been proven necessary by British experience, so that new kinds of bombs can be discovered and greater, more economical protection devised. With an architect or engineer as chief, each intelligence unit should include two assistants with practical experience in building construction and any other valuable assistants available.

U. S. D. A. COOPERATION

To unite our home front for a more effective all-out war effort, OCD Director James M. Landis and Secretary of Agriculture Claude R. Wickard have issued a joint memorandum suggesting cooperative relationships between agricultural committees of State and local defense councils and U. S. D. A. State and county war boards.

The memorandum suggests that the chairman of the local U. S. D. A. War Board also serve as a member or chairman of the defense council agricultural committee. Or the war board, enlarged with additional farmers or farm-organization representatives, might serve a defense council as its agricultural committee. Also suggested was representation of the war board on defense council committees covering rural areas, such as salvage.

INCOME TAX

Here's good news for civilian-defense workers who must use their automobiles in performing assigned duties. An opinion of the Commissioner of Internal Revenue permits expenditures for gasoline used in civilian defense work to be deducted as a contribution in computing their income tax. The Commissioner's opinion specifically mentions members of the Citizens Defense Corps, but others thought to be included are civil air patrol, Forest Fire Fighters Service, and Aircraft Warning Service, and other civilian defense workers appointed or acting under the supervision of a Federal, State, or local governmental agency.

U. S. GOVERNMENT PRINTING OFFICE 482965

WOMEN'S BUREAU
SEP 11 1942
DEPARTMENT OF LABOR

No. 19

OCD NEWS LETTER

SEPTEMBER 7, 1942
WASHINGTON, D. C.

Published by the U. S. OFFICE OF CIVILIAN DEFENSE

Protection Schools Go International

Civilian defense is practicing the good-neighbor ideal of international cooperation. Forty-five Canadians and Mexicans have been graduated from War Department Civilian Protection Schools, and returned to their own countries to teach in turn their fellow countrymen the expert defense techniques they learned.

Five Mexican students completed the 10-day course of the Civilian Protection School at Texas A. & M. College, College Station. Thirty-four Canadians studied at the Protection School at Amherst College, Amherst, Mass., and six other volunteers from Canada attended the Protection School at Stanford University, Palo Alto, Calif.

This international fame of the War Department Civilian Protection Schools is testimony of their excellent training. They offer local defense councils the invaluable opportunity of securing a trained civilian expert. Training an outstanding local leader is one of the most effective ways a defense council can carry out its grave responsibility of insuring the safety of the citizens in its territory. Councils are urged to send candidates with unusual teaching ability who will in turn instruct their other volunteers. Instruction is free; the only cost is approximately $25 for room and board, plus transportation, and is generally paid by the defense council. Candidates, send your applications now to your State defense director! It may mean the difference between life or death for many of your fellow Americans!



Illustration by Gluyas Williams for "What Can I Do"

It's a Hit!—Citizen's Handbook for War

"What Can I Do?"

A hundred and thirty million Americans—everyone not in a fighting uniform—will find the clearest, most specific answer to this oft-repeated question in a new OCD booklet of that name. Promising to be the most popular OCD guide to date, *What Can I Do* is enlivened by 64 witty illustrations by Gluyas Williams, as his patriotic contribution.

Everyone from accountants to barbers—65 different occupational groups—are given personal suggestions on how they can fight the war on the home front. Housewives and boys and girls are given tips on war tasks, too.

The Office of War Information has given the booklet's message a double "A" priority rating for national radio programs the first half of September. About 20 national magazines will feature it in illustrated articles. The national "Victory Display Committee" is asking its local committees in 400 cities to cooperate with local councils in arranging civilian defense window displays built around the "What Can I Do" theme. J. C. Penney stores, totaling 1,616, have agreed to give window space and set up civilian defense booths on their floors.

Sufficient copies of *What Can I Do* will be printed to supply one to every fourth home in the country. Defense councils will facilitate further distribution through clubs, schools, organizations, hotels, and stores. Reorder from State councils, not from the national Office of Civilian Defense.

Peace Objectives Told

The four freedoms that are the United Nations' peace aims—freedom of speech and of religion, freedom from want and from fear—are explained with inspiring hope in a new booklet, "Four Freedoms," published by the Office of War Information.

It is exciting reading which every civilian defense worker will want to study. Copies are available from the Office of War Information, Washington, D. C.

CAP Wing Tips

CAP planes recently played an outstanding role in the most spectacular civilian defense demonstration yet to be staged in Birmingham, Ala. Operating under secret orders, 50 planes of the Alabama Wing arrived over the city without warning from several different fields. They synchronized perfectly for a 30-minute "raid," dropping more than 6,000 "bombs" on predetermined objectives in the business and industrial districts. The "bombs" were bags of sawdust, tagged with red and yellow streamers to mark them as incendiaries or high explosives. Rallied by screaming sirens, air raid wardens, fire watchers, auxiliary firemen, and other civilian defense personnel went into action. Working as if the sawdust bombs were real, they went through every step in putting out simulated fires and evacuating people supposed to be injured.

An assembly line in the Packard Motor Company at Detroit, Mich., was threatened with a holdup because of the lack of a few vital parts delayed at Jamestown, N. Y. An emergency call went out to the local CAP Squadron, and within a short time the all-important parts were being speeded through the air from Jamestown to Buffalo, where another plane waited to rush the consignment through.

The Second CAP Courier Command has been formed by Group 216, based at the Buffalo Municipal Airport. A plane with pilot is on duty there during daylight hours, ready to ferry passengers or freight wherever needed to speed the war effort, as in the Packard case above. Through the help of local industries, a regular office has been established at the airport. Group 213, Syracuse, N. Y., is also organizing a courier station.

CAP members are assisting the Army's Air Cavalcade with ground arrangements during its displays of America's air strength. For example, when the Air Cavalcade left Pittsburgh, the local CAP unit was complimented for its work, as follows: "The efficient manner in which the CAP managed the details of guarding the ships and handling the crowds relieved the Cavalcade personnel of a great deal of work as well as anxiety. Those members who participated are to be commended."

Searchlight crews have been given practice at Portland, Maine, spotting CAP planes flying over the city.

Commented the Atlanta (Ga) CONSTITUTION *recently: "The Civil Air Patrol flies on, its missions cloaked in secrecy. That the CAP is doing a grand job, however, is no secret, military or otherwise."*

No Politics for CD

Use of the official OCD insignia is prohibited on publications or articles used for political purposes, by a recent amendment to OCD regulations No. 2. This, of course, does not prohibit civilian defense volunteers from political participation. It simply is to prevent political use of the insignia, as these represent the organization, not the individual.

New CD Paper Is Announced

Civilian defense, looming bigger and bigger in the news, has produced a new weekly paper for home-front fighters. Entitled *Civilian Front*, the paper is published in Washington, D. C. The publisher has agreed to work closely with the national OCD office, which will review material relating to national OCD activities but will assume no responsibility for stories relating to State or local councils or for editorial comment.

Twenty-five cartoons and photographs enliven the 12 pages of the first issue of the tabloid paper. Individual copies are 5 cents, yearly subscriptions $2. There are special, multiple-subscription rates for defense councils.

Publisher of *Civilian Front* is Melvin Ryder, who for 9 years published *Happy Days*, a national newspaper for Civilian Conservation Corps workers. He is also publisher of *The Army Times*, a paper authorized by the War Department. During the first World War, Mr. Ryder was circulation manager of the paper for overseas soldiers, *The Stars and Stripes*.

The publisher has sent sufficient copies of the first issue of *Civilian Front* to regional OCD offices for distribution of two of the papers to each local defense council. Editorial offices of the new paper are: Civilian Front Publishing Company, Daily News Building, Washington, D. C.

Stirrup-Pump Hose Indefinitely Delayed

First things come first!

Army and Navy needs will make it impossible for the Office of Civilian Defense to use the rubber substitute, polyvinyl-butyral, developed by several companies at its request to make stirrup-pump hose. The military authorities recently discovered that the new material can be vulcanized and is useful for waterproofing such articles as raincoats, water and food bags, and pontoon boats.

"If the Army and Navy require this material for military purposes, obviously it is up to civilians to step aside," commented OCD Director James M. Landis. "The needs of our armed forces must come first. Every possible source is being explored to develop another satisfactory stirrup-pump hose."

Bids on 2,258,000 stirrup pumps and 22,580,000 feet of hose had already been opened and the Defense Supplies Corporation was all ready to let contracts, when the Army and Navy requisitioned the entire supply of the remarkable chemical. Stirrup pumps were designed for sale, under Government regulations, to private citizens in target areas. Production of 2,258,000 pump-tank extinguishers, portable four-gallon containers with enclosed pumps, is not affected by shortages. They are the pumps the Government will distribute, four to a city block, in target areas.

What Your Councils are Doing

Written, competitive exams are required by the JEFFERSON COUNTY Defense Council at BIRMINGHAM, ALA., for appointments to protection posts and for promotions. Aim of the plan is to bring greater prestige to civilian defense participants, and to encourage competition for advancement from block, sector, precinct, and area warden appointments. As a further incentive, a service stripe is awarded volunteers for a specified number of hours spent in training and service.

A trained "Information Warden" for every block is the aim of a new educational program of the Defense Council of DALLAS, TEX. The purpose is to train volunteers to disseminate to citizens within their blocks information on nutrition, salvage, price ceilings, rationing, child care, and transportation, etc. They will also make regular surveys of local participation in the war effort, beginning with war-securities buying and transportation problems. The Council's training committee is planning classes for Information Wardens in 10 high-school districts of the city.

Through the city's block organization, neighborhood "Town Meetings for War" are being promoted by the Morale Division of the Defense Council at KANSAS CITY. Arrangements have been made for the War Information Center at the University of KANSAS to conduct a course to train speakers for the meetings. Block-organization workers report rumors for analysis by the Morale Division, which sends out speakers to correct false reports.

Plans are completed by the Day Care Committee of the WATERBURY (CONN.) Defense Council for operating a large day-care center for 60 children of war-working mothers.

MORE SCRAP

"Jap Boxes," like over-grown coffins, are the latest idea of defense councils in several MICHIGAN towns for collecting scrap. Dr. B. L. Bates, chairman of the Salvage Committee of the CLINTON COUNTY Defense Council, promoted construction of a box of donated lumber 3 x 4 x 7 feet. Its convenience and effectiveness as a reminder of the salvage campaign produced 4 tons of scrap shortly after installation in the little town of OVID. The city of ST. JOHNS has also installed two "Jap Boxes."

In cooperation with the State and local Defense Council, a comprehensive scrap-gathering campaign has been launched by the *World-Herald* of OMAHA, NEBR. In a State-wide hook-up, the publisher launched the campaign with a 15-minute radio talk in which he offered prizes totalling $2,000.

SHARE-YOUR-CAR CLUBS

The FLORIDA Defense Council has appointed a State Transportation Conservation Chairman, Henry J. Driggers, to promote car pooling. DAYTONA BEACH has named air-raid wardens as captains for the local share-your-car drive. The ST. PETERSBURG Defense Council has produced and placed at gas-registration centers 100 placards which urge motorists to join car clubs.

Civilian defense volunteers in PROVIDENCE, R. I., have delivered 50,000 questionnaires for car-sharing information to industries, post offices, police and fire stations, and gas-ration registration centers for further distribution to motorists.



"Don't make mistakes in buying"
Gluyas Williams' illustration from "What Can I Do"

The 2,900 air-raid wardens in CHARLOTTE, N. C., are responsible for the car pooling of residents in their sectors. The chief warden has arranged with the rationing board to distribute share-your-car questionnaires to all applicants for "A" cards.

The War Transportation Committee of the NEW YORK State War Council has secured the donation of 1,500 billboards throughout the State to display red, white, and blue posters reading: "Don't Drive Alone—Double Up to Save Gas and Rubber." Nine thousand reproductions of the poster have also been distributed to industrial plants.

The War Transportation Board of the YONKERS (N. Y.) War Council has arranged for distribution to car owners 40,000 cards, asking name, home and business address, and time of departure and arrival. Filled-out cards, turned in by motorists to gas, fire, and police stations are picked up daily by civilian defense workers, and sorted by volunteer help of the Assistant Postmaster and his staff.

RURAL FIRE PREVENTION

The WASHINGTON State Defense Council is urging county defense councils in grain-growing areas to organize farmers to prevent destructive fires.

Auxiliary firemen of YAKIMA COUNTY (WASH.) Defense Council recently helped win a two-day battle against a large brush fire on a five-mile front, which was threatening rich grain fields. Within an hour after the Yakima control center had been notified, more than 100 men from the 20 nearest precincts were battling the blaze.

A rural fire-fighting unit has been financed, built, and manned by civilian defense volunteers at BOISE, IDAHO. It consists of an auto trailer upon which is mounted a portable power pump, hose, four ladders, water storage tanks, axes, shovels, scaling ropes, and miscellaneous small tools. A group of 20 auxiliary firemen and women's auxiliary of 10 members trained in first aid comprise the fire-fighting crew.

Quotes

"We dare not think that, of course, victory is ours; but we must think that nothing else than victory dare be ours. To think boldly and to act boldly is to make each effort count in this war with spiritual death. You people know the cost that humanity has suffered to achieve law and order and justice, and our individual lives are but little when projected against that endless cost. To dedicate them now to the maintenance of these values, to make our daily tasks more fruitful, even though more burdensome, is but little to ask and less to give. But it must be given now with every ounce of muscle and brain that we have—today, tomorrow, and again tomorrow, if we would drive this scourge of evil from the earth."—*James M. Landis, before Conference of Law Enforcement Officers of the Southeast on Wartime Problems in Jacksonville, Fla., August 19, 1942.*

"By May, Landis had his agency stripped for action; and at this writing OCD has fewer frills and is smoother functioning than it has ever been . . ."—*"Civilian Defense: There She Stands," by C. Lester Walker, in Harpers Magazine, August 1942.*

"Today the fight for life of Poles and Norwegians and Netherlanders and Belgians and Frenchmen and Jugo-Slavs and Greeks—and of Britons and Russians—is our fight for life. And if we *don't* win it, this free American ground upon which you and I now stand will be forced to bear some such name as Himmler Platz, Die Stadt Cleveland, Das Protecterat von Ohio!"—*Brig. Gen. Ulysses S. Grant 3d, chief OCD Protection Branch, at dedication of Court of Flags, Cleveland, Ohio, July 25, 1942.*

You Will Want These Guides

Two recent OCD publications are fundamental guides which will rank high on every home-front fighter's "must" list. *Handbook for the United States Citizens Service Corps* lists membership requirements for the Service Corps and describes specific service opportunities for members. Based on the experience of thousands of councils throughout the country, *Organization Outline for Local Defense Councils* tells of the organization of an effective local defense council.

Multilith copies of the Citizens Service Corps Handbook have been prepared and will precede publication of a printed edition, illustrated by the noted American artist, Xavier Gonzalez. Among the service opportunities the publication lists are: Salvage, family security, health and hospital service, nutrition, consumer, housing, recreation and youth groups, school and education programs, library services, information services, neighborhood or block leaders, victory gardens, and war chests.

Copies of the local council Organization Outline are being printed for use of councils. In convenient pocket size, it presents for the first time plans for organizing and coordinating the "offensive operations" of civilian participation, both protection and mobilization services.

OCD Will Observe Fire Prevention Week

With fire from incendiaries proven the greatest wartime threat to civilians by British experience, OCD Director James M. Landis is calling on defense councils throughout the country to participate in observing Fire Prevention Week, October 4 to 10. Setting the date, President Roosevelt declared that the wartime emergency makes it "essential that destructive fire be brought under stricter control in order that victory be achieved at the earliest date."

This is the first time that the Federal Government will actively participate in Fire Prevention Week. Other promoting organizations, which have always helped promote the safety week, are the Chamber of Commerce of the United States, the Federation of Mutual Fire Insurance Companies, International Association of Fire Chiefs, International Association of Fire Fighters, National Bureau for Industrial Protection, National Fire Protection Association, National Safety Council, and the U. S. Junior Chamber of Commerce.

Explaining the participation of OCD in observing the safety week, Mr. Landis said: "Now, the tremendous damage done by fire is more than ever a national problem, because every loss of life, materials, or productive time interferes with the war effort. It is a continuing problem that must be dealt with every week of the year, but Fire Prevention Week should mark the beginning of a more intensive effort."

A folder listing sources of educational material has been prepared by the Office of Civilian Defense.

OCD Helps Coast Guard

The Office of Civilian Defense has offered its facilities to assist the U. S. Coast Guard recruit personnel for full-time beach patrol and coastal look-out duty. To patrol all our coasts continually, the Coast Guard will enlist in its Temporary Reserve men who, because of slight physical defects or age, are not qualified for combat duty.

Publicity assistance is an important way defense councils can cooperate with Coast Guard recruiting stations. Information committees might offer to assist in any way possible, such as writing special newspaper stories or encouraging radio stations to give time to the recruiting campaign. Council Speakers' Committees might also supply persons qualified to discuss the new Coast Guard service before meetings.

Landis Speaks Labor Day

Governors of eight surrounding States will attend a Labor Day civilian defense rally at Kansas City, Mo., at which OCD Director James M. Landis will be chief speaker. His speech will be broadcast over a national hook-up. Also attending the rally will be defense coordinators representing 150 councils in Nebraska, Missouri, and Kansas.

U. S. GOVERNMENT PRINTING OFFICE 480522

X-2670

ADVANCE RELEASE

OWI-333

ADVANCE RELEASE: For SUNDAY MORNING papers, August 30, 1942

OFFICE OF WAR INFORMATION

MVR has copy

Office of Civilian Defense

Note to Editors: Negatives of the Gluyas Williams illustrations for What Can I Do have been furnished to photo services.

To help people to all ages and occupations get in the war effort more than "ankle deep," the Office of Civilian Defense yesterday released What Can I Do: The Citizen's Handbook for War.

This is the first official compilation of the various opportunities for volunteer war work. It was prepared in response to thousands of requests for guidance from people with spare time as well as those who have none.

"Every man, woman and child in America has weapons for beating the Axis," said James M. Landis, Director of OCD in releasing the new pamphlet. "You don't need spare time to get into this war. Our weapons are all around us, in our homes and offices, schools and clubs. We are beginning to use them -- but only just beginning. Recently Elmer Davis, Director of the Office of War Information, issued a statement saying that 'as a nation we are not yet more than ankle deep in this war.' This little handbook should help us to get in up to the waist -- if we read it and act on it."

Copies of "What Can I Do" may be obtained from State and local defense councils, or from the Office of Civilian Defemse in Washington. The pamphlet is illustrated with 64 drawings -- a patriotic contribution by Gluyas Williams.

Chapter I tells what everybody can do -- everywhere -- to help win the war, in terms of protecting themselves against air raids, saving and spending, conservin and salvaging, keeping healthy in wartime, and learning the truth about the war.

Succeeding chapters give special suggestions for appropriate war work for people of 73 occupations and groups, including:

actors, accountants,
bankers, barbers,
carpenters, clergymen,
doctors, dyers,
editors, electricians,
factory workers, farmers,
gardeners, grocers,
homemakers,
lawyers,
machinists, musicians,
nurses,
photographers,
taxi drivers and teachers, among others.

There is a chapter on Specific Jobs for Women, as well as one devoted to What Boys and Girls Can Do. Another chapter describes the two Civilian Services: the Citizens' Defense Corps and the Citizens' Service Corps. Full details of jobs in the Citizens Defense Corps are given in the appendix. A bibliography lists

government publications which are available free of charge, and which enlarge upon the subjects briefly covered in What Can I Do.

"Fifty-two million Americans live in so-called 'target-areas'," says the pamphlet. "Our target-areas are much more exposed to enemy raids than the rest of the country, and should be better protected. But is is very important that every community should find out how much air-raid protection its location makes necessary."

On the subject of conservation the pamphlet suggests two simple rules: 1. "Get along with less. Every time you decide not to buy something you help to win the war. Be tough with yourself in making each decision. Luxuries are out, and lots of things we used to think of as necessities begin to look like luxuries as we get more and more war-minded. 2. Take good care of the things you have. Most of the comforts and conveniences you now enjoy will have to last you for the duration. It's only common sense to make them last as long as possible. But there is no need to become frantic about our possessions or to attach too much importance to them. That kind of thinking leads to a wild scramble for possessions and then to hoarding. In wartime hoarders are on the same level as spies: both help the enemy."

Under Your War Budget it is pointed out that while Germany is spending 7 out of 10 dollars of her national income for war and Britain 6 out of every ten, we, at the time of Pearl Harbor were spending only 2 out of every 10 dollars for war. "Save to pay your taxes," the pamphlet urges. "Don't let tax day find you unprepared."

The war job of Information is described as learning the truth, and spreading the truth actively and systematically. This, it is admitted, is a complicated job. Among other things, "it means sizing up the enemy. He is responsible for turning this world into a madhouse, for driving innocent people from their homes, for shooting them in rows against a stone wall, for hanging them from trees by the roadside. He has turned his own people into slaves and he will enslave us if he gets a chance. It is hard for Americans to believe this, but it is a fact."

Under suggestions for the various occupations, sales clerks are urged to study rationing and price control; taxi drivers and barbers are reminded of their responsibility for spreading rumors; carpenters are asked to teach classes in home repairs in their spare time; women with spare time are urged to train as nurses aides, and to look after the interests of families of new workers coming into war crowded communities. Boys and girls are told. "If there are new families moving into your town to work in your local war factories, you can do an important job by looking out for the new boys and girls. ...Take them into your club, your crowd show them around, make them feel that they belong. Make them your friends. Their mothers and fathers are helping to win the war too."

The pamphlet does not attempt to give cut and dried rules for fitting each individual to a particular job, but suggests lines along which people can put their initiative and imagination to work.

WHAT CAN I DO



THE CITIZEN'S HANDBOOK FOR WAR

ISSUED BY

UNITED STATES OFFICE OF CIVILIAN DEFENSE

What can you do to give me something to do and help

I want work in defense

But there must be something even a woman can do. Is there not in this country something similar to the British Women's Auxiliary Land Force?

I hereby offer my services full time gratis for your Defense program. I could inlist in for a position to aid in Civilian Defense I would like to apply

I have

prison.

And I wants to do

for my Country.

at night

Surely there is something for me to do.

In regards to the government of the United States. As Japan Wants a fight. Please let me help you

Would you please let me know how I may do my part in Civilian Defense for our Country? I am married

65 yrs. old to help

I am 75

offer my services

So please, Mr. President, see if you can speak to Mr. Lindau and let me give and woman learn to work for our country

My wife, 55 years, was 14 months in a German c camp, very strong and healthy, excellent cook, would like to b and could be used in any service, which demands personal cou and dependable effiency.

I want to offer my services.

No sa

WHAT CAN I DO

The Citizen's Handbook for War



OFFICIAL PUBLICATION OF THE UNITED STATES OFFICE OF CIVILIAN DEFENSE
WASHINGTON, D. C., 1942

Gluyas Williams illustrated this pamphlet as a contribution to the war effort

Contents

CHAPTER		PAGE
1.	What Everybody Can Do—*Everywhere*	3
2.	The Civilian Services: *What They Are*	21
3.	What Men and Women in Industry and Trades Can Do	23
4.	What Men and Women in Business Can Do	25
5.	What Professional Men and Women Can Do	29
6.	What Men and Women on the Farm Can Do	34
7.	Specific Jobs for Women	36
8.	What Boys and Girls Can Do	40
	Appendix	43
	For Further Reading	46

Permission is granted for the reprinting of this publication in full by any person, without further approval of the Office of Civilian Defense

Chapter 1

What Everybody Can Do —*Everywhere*

War changes the pattern of our lives. It cannot change our *way of life,* unless we are beaten. The kids still play baseball in the corner lot—but they knock off early to weed the victory garden, cart scrap paper to the salvage center, carry home the groceries that used to be delivered. The factory whistle blows—but it calls three shifts of workers instead of one. The daily paper still has comics, but it's the front page that carries the answer to the urgent question "how are we doing?" All over America there's a new tempo, a new purpose, *a new spirit.*

Hard work isn't hard—it's a badge of courage. That "old clothes look" doesn't matter. It's smart to be mended. "Sorry m'am, we can't get any more of those." Good! That means materials are going where they belong—into war weapons.

Only one thing worries us.

"I'm too old to fight!"

"I'm too young to fight!"

"I'm busy all day cooking and cleaning and mending."

"How Can I Get Into This War?" "What Can I Do?"

This chapter tells, under eight general headings, what everybody—everywhere—can do to help win the war. It tells how each of us can become a small fighting unit on the biggest front of all—the home front. It is written for people who have the will to fight but who have little or no spare time to give to committees, meetings, training courses, community war work.

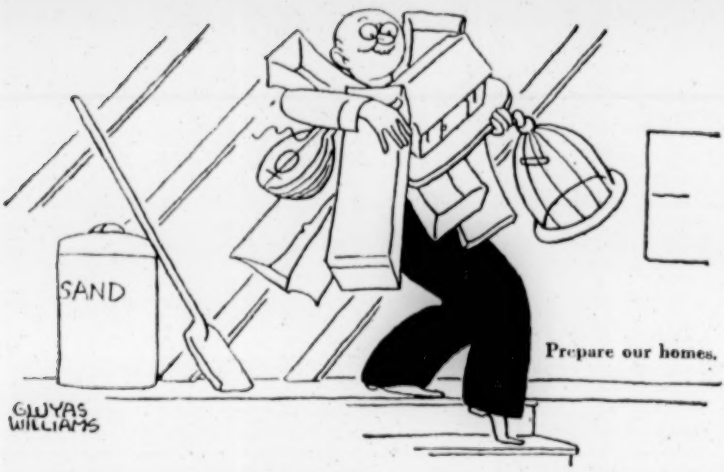
This chapter is for you, Mrs. Jones: You rarely see the bottom of your mending basket.

It is for you, Mr. Clayburg: You work so hard that you hardly ever get around to fixing leaky faucets.

But this is your war—and your part in it is clear. You don't need spare time. You need imagination to see the connection between tasks which to you may seem small and unimportant—and winning the war.

You need understanding, resourcefulness, self-discipline, determination, and love of America.

Here's what you can do:



Prepare our homes.

(1) Protecting Ourselves

Did you know that:

52 million Americans live in so-called "target areas"?

One thing that all of us can and should do is to prepare our homes against possible enemy air raids. This is important not only for our own protection but for the safety of the whole area in which we live. Not every town is an important target, but every lighted community may be a beacon that guides enemy planes to their targets.

The purpose of enemy raids is, of course, to destroy factories, shipyards, oil tanks, and railroads; to terrorize the citizens, disrupt communications, and interfere with the war effort of entire communities. The enemy, in short, wants to stop us from making weapons and from sending them to our men at the front. He wants frightened people to block our highways so as to slow up military movements. He wants to catch us so unprepared that his bombs will create panic and terror and start an outcry to bring our armed forces home.

We have studied the enemy's plans. We know that we can defeat them by training the civilian army on the home front to be as skilled and disciplined, in its way, as the professional army in the field.

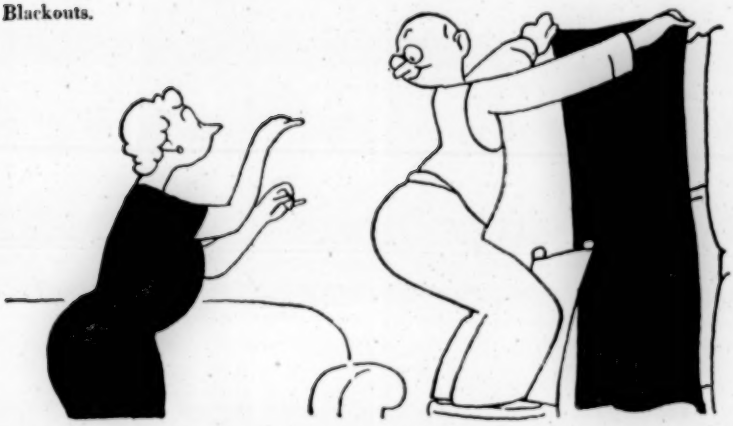
The experience of European cities

teaches that where the civilian protection services are well organized and where people can be relied on for obedience and teamwork, enemy air raids fail in their purpose. Even the worst raids in Britain failed to cause panic among the people or to interfere seriously with war production and shipping.

Our own situation is, of course, different from Britain's. No town in England is more than an hour's flying time from an enemy base. But in this country, the danger of enemy bombs varies, in general, with the distance from the seacoast. Our "target areas" are much more exposed to enemy raids than the rest of the country, and should be better protected. But it is very important that every community should find out *how much air-raid protection its location makes necessary.*

Each of us must know our part in the community plan and do what is necessary with the greatest economy of money and materials. It may mean preparing our homes or places of business for possible blackouts, taking special precautions against fires, or simply knowing where our own warden post is located. The local Defense Council, the State Defense Council, and the regional office of Civilian Defense are ready to advise each community, but the job is up to the citizens themselves. Once our civilian protection is in full swing and everybody knows what to do in an emergency, the community can give its whole energy to the all-important business of *mobilizing for war.*

Blackouts.



(2) Civilian Mobilization

Did you know that:

By June 1, 1942, more than 9½ million Americans had volunteered for spare-time war work?

By that date more than 8½ million of them were doing volunteer war jobs?

WHAT can we as *civilians,* contribute to this mobilization?

1. We can contribute the manpower and womanpower that is pouring into war factories.

2. We can guard the health and welfare of our families and communities so that they can be efficient units in the war effort.

3. We can be better citizens and take a more active interest in local government and so help to make American democracy our greatest strength and inspiration.

4. We can tighten our belts and change our daily habits along each of the lines suggested in this chapter.

In the chapters that follow you will find civilian mobilization described in terms of specific people and the jobs they can—and indeed must—do, if this war is to be won. There is a job for everyone who has spare time to give, and *every job included in this book is a war job.*

(3) Conservation

Did you know that:

The steel in the two million refrigerators we made in 1939 would have made 20,000 light tanks or 56,000 antiaircraft guns?

CONSERVATION is a war weapon in the hands of every man, woman, and child. And here are two simple rules for using your weapon:

1. *Get along with less.*—Every time you decide *not* to buy something, you help to win the war. Be tough with yourself in making each decision. Luxuries are out, and lots of things we used to think of as necessities begin to look like luxuries as we get more and more war-minded.

2. Take good care of the things you have. Most of the comforts and conveniences you now enjoy will have to last you for the duration. It's only common sense to make them last as long as possible. But there is no need to become frantic about your possessions, or to attach too much importance to them. That kind of thinking leads to a wild scramble for possessions and then to hoarding. In wartime, hoarders are on the same level as spies; both help the enemy.

War production goes faster when home life runs smoothly, and so it is a good idea to keep our homes and personal possessions in good order and repair. Do it now—don't wait until

Hoarders are on the same level as spies.





Keep our homes in repair.

your things are past repairing. The more shipshape and tidy we keep our homes and personal possessions the less we will feel the need to buy new things.

Most people understand the *why* of conservation, but they want to know *how*—how to get on without, how to use less so as to contribute to the war supply, how to save, substitute, and salvage. Here are some of the "hows."

Consider, for example, a material so scarce that civilians will not get any more of it for the duration—rubber. Rubber is high up on the list of things we must contribute to the war.

We have been slow in changing our driving habits. Toll-bridge receipts were higher in January 1942 than in January 1941. This news must have pleased Hitler. It is bad news for Americans—as bad as losing a battle.

We are beginning to do much better. Pleasure riding is out for the duration. As of today we must pool our cars for necessary use, for driving to work, to school, to the shops. We must share necessary rides with our friends and neighbors so that no car goes on the road with even one empty seat. The empty seat is a gift to Hitler.

All other rubber things should be kept in good repair, such as galoshes, raincoats, hot-water bags. When they can't be mended any more or converted to other uses, *don't throw them away.* (See what to do under *Salvage.*)

This new simple life means fewer household gadgets, because the skills and materials that made them are needed for war. Such things as refrigerators, cooking ranges, heaters, electric irons, washing machines, vacuum cleaners, toasters, sewing machines, radios, flashlights, carpentry and garden tools are precious. You won't be getting any new ones until after the war. Usually the household repair jobs are done by Dad or by the local carpenter, plumber, and electri-

We must share rides.



cian. Now, all of us should be brushing up on the hundred-and-one home skills. (If you have a little spare time see about classes in repair at the local school or elsewhere. Ask your local Defense Council about this.)

In Britain and Germany clothes are strictly rationed. In the conquered countries people shivered last winter; the Nazis simply ripped the clothes off their backs, the blankets off their beds.

Put clothing high up on your conservation list. We need more materials—we have less. Wool used to come from Australia, silk from Japan.

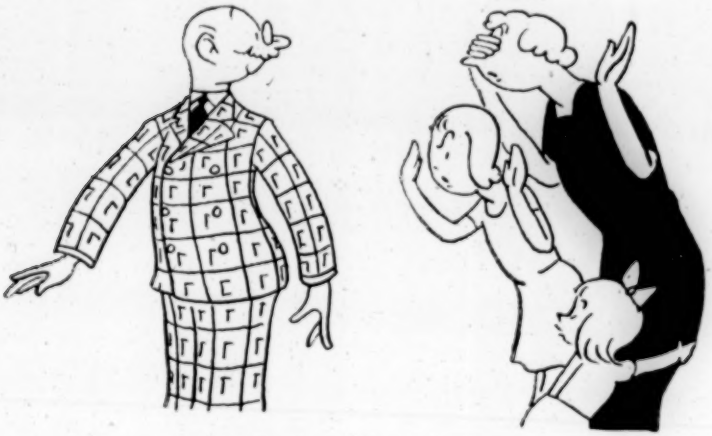
All rubber things should be kept in repair.



We have an army to clothe—less wool with which to do it.

Your clothing needs should be carefully planned so that you don't make mistakes in buying. Rotating clothes makes them last longer. "Turning" suits and coats is an old-fashioned device that is coming back into use.

Fuels of all kinds are desperately needed to run the war factories. It's easy to save electricity—just turn off the lights, the radio, the iron, the heater when you are not using them. Gas and oil burners can be cleaned and adjusted for economical use. Adjusting your carburetor saves gasoline; cleaning your oil filter saves oil. Conservation is a weapon with a thousand blades. Use them all! (See *For Further Reading.*)



Don't make mi-takes in buying.



You can help by taking it yourself.

(4) Salvage

Did you know that:

One old flatiron will provide enough scrap iron to make four hand grenades?

SALVAGE means saving things that you cannot use any more and sending them back to the smelters and the mills to be remade. Salvaged material is a vital source of war materials. To date the Government has asked for paper, rags, scrap metals including collapsible tin tubes, fats, and scrap rubber.

Salvage committees have been established as a part of the local Defense Council in most of the cities of the country to encourage salvage and to organize local salvage programs. Many of these committees issue special local instructions. Find out what is wanted in your community.

You can either sell salvaged materials to your local junk dealer or give them to a charity, school, or service organization. Either way the material will get back to war factories, which is the important thing.

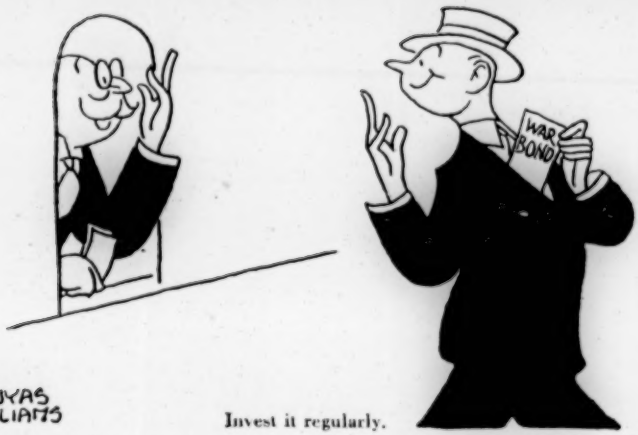
Collecting from every home is a difficult problem. You can help, particularly if your collection is small, by

taking it yourself to a nearby junk dealer, or to a charity, church, or school.

Make a thorough search of your closets, attic, cellar, and garage. You will be surprised at the amount of useless metal, rubber, rags, and paper that can be salvaged. Have a special place to put each kind of salvaged material. The children can help.



Make a thorough search of your closets.



Invest it regularly.

(5) Your War Budget

Did you know that:

Germany is spending 7 out of 10 dollars of the national income for war?

Britain is spending 6 out of 10 dollars for war?

At the time of Pearl Harbor we were spending only 2 out of every 10 dollars for war?

The family budget must be put on a war basis. There is no quicker way of getting into the fight than by changing your habits of spending and saving.

Don't sit back and wait to be taxed. Taxes alone will not pay for the war. Taxes, in fact, cover less than half of what it costs to fight—and win—a war these days. Here are two ways in which every one can and must help to foot the bill:

1. Save your money and invest regularly each pay day in war bonds and stamps. Put it to work in the service of freedom. Right now a war bond is your weapon for beating Hitler, as well as your security for the future.

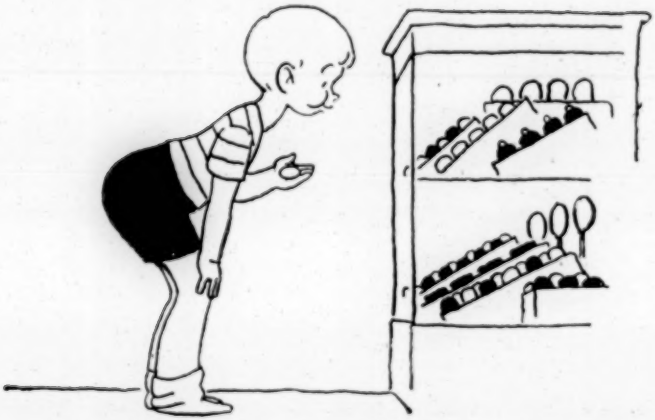
2. Save to pay your taxes. The policy of pay-as-you-go is sound in war times—as always—and this means higher taxes.

Don't let tax-day find you unpre-

pared. Put aside part of each pay check toward your income tax. The Treasury has offered Tax Anticipation Notes to help you save, and pays you a small rate of interest for the use of your money. You can buy Notes at any time and use them to pay your income tax.

When you have done these things you have taken a big step toward converting your way of life to war. Once you have mastered the art of saving, give your attention to the art of spending. This problem is not new—but it has new angles in wartime. To a great extent you can solve the problem by good sense and good taste. You can also receive help from the Consumer Committee of your local Defense Council and other consumer agencies in your community who are eager to give you sound advice about wise spending. (See *For Further Reading*.)

Give your attention to the art of spending.



Check up your family's health.



(6) Health

Did you know that:

In 1940 the American wage earner lost on an average of 10 working days through sickness and accidents?

WAR means longer, harder work. It means also greater strain and weariness. In wartime health is more than ever a national asset—illness a liability. Illness slows down production, lowers efficiency. It uses up the time and skill of doctors and nurses who are urgently needed for war service. It consumes valuable drugs and medical materials. Good health actually *creates* medical services and materials for the fighting fronts. The epidemic of "flu" which followed the first World War killed 500,000 Americans—10 times more than the Germans killed. We cannot afford epidemics this time. We cannot afford accidents either.

To maintain health of body and mind, work at the job you have with all your heart and all your skill. Improve and extend your skills so you may fill other jobs in an emergency. Fit into your schedule enough time for recreation, preferably out of doors, and regular sleep.

Check up on your health and on your family's health regularly. This *preventive medicine* means: going to the dentist or dental clinic twice a

year at least, going to the doctor or clinic for a general physical examination at least once a year.

If you have some spare time you should take the standard Red Cross course in first aid (20 hours), followed by the advanced course (10 hours). There should be:

One person in every home with training in first aid.

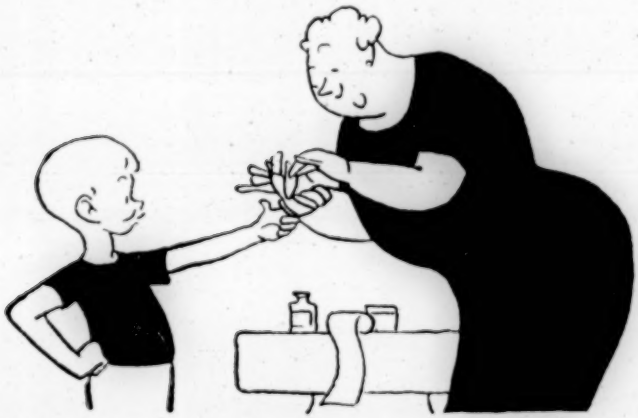
One worker out of every 20 in factories and business with training in first aid.

If you have an aptitude for teaching, you can make yourself even more useful by going on and taking the Instructors' Course. Instructors are badly needed.

Keep a minimum supply of first-aid materials in your medicine chest—but only what you ordinarily use. *Don't stock up.* The Army's need is greater than yours.

The Red Cross is building up a vast reserve of blood plasma at the request of the Army and Navy. Civilians are urgently requested to contribute to this vitally needed supply. Giving your blood does not involve any pain or danger. It may help to save the lives of soldiers, sailors, and air-raid victims. Consult your local Red Cross about making your contribution. If there is no Red Cross blood donor center in your community, you can volunteer now at your local hospital to give your blood in case of air raids or other emergencies.

One person in every home with training in first aid.





It means reading the newspapers carefully.

(7) Information

Did you know that:

Most of the rumors against our Government and allies are started by Hitler agents?

TRUTH is a powerful weapon in time of war, but so, also, is the lie. The enemy is trying to divide us and conquer us by means of a carefully planned campaign of lies. We can beat him at his own game by a carefully planned campaign of truth. Each of us can be a soldier in that campaign.

It is not possible to know the whole truth in wartime. Some information has to be withheld because it would help the enemy. Information which has to be withheld is of two kinds:

1. Military facts about our armed forces and what they are doing.

2. Production facts about the number and kinds of weapons we are making.

Most other information about our war effort is yours for the asking. For it is the principle of democracy that the people shall know the truth, and the truth shall make them free.

Learning the truth is a complicated job. It means reading the newspapers carefully from day to day, studying the news articles, testing the editorial opinions against your own experience and common sense.

It means listening to news broad-



It means studying the geography of this world-wide war.

casts, talks, and discussions, and checking the facts and opinions you hear against your experience. It means making full use of your local public library for history books and magazines which give you the background of the news. It means studying the geography of this world-wide war.

It means *sizing up the enemy*. He is responsible for turning this world into a madhouse, for driving innocent people from their homes, for shooting them in rows against a stone wall, for hanging them from trees by the roadside.

He has turned his own people into slaves, and he will enslave us if he gets a chance. It is hard for Americans to believe this, but it is a fact. Is it possible that a man can be shot for speaking his mind, turning on the radio, reading a book? The Frenchman did not believe it. His liberty is just as dear to him as ours is to us. He once fought a great revolution for liberty, equality, and fraternity. Today, he is a slave. We and our children will also be slaves—unless the Nazis and Japs are beaten and beaten decisively. Anyone who tells you that we can live decently in a Nazi world is giving you Nazi propaganda.

The enemy has built up the most powerful military machine ever seen—to destroy us. But we are going to destroy him—and that means studying his methods and his plans.

Learning the truth means keeping a healthy skepticism always about stories you read or hear that lead us to doubt or distrust each other, our Government and the things we are fighting for.

Your Government is not a cold im-

personal institution. It is made up of people, very much like you, who are trying, like you, to do a job. They have troubles like you; they make mistakes like you. But their devotion and good faith is as great as yours. Like you, they have only one purpose—to help win the war. Your Government has made a careful study of all the Axis broadcasts to the United States, Canada, Latin America, and to Britain. From these studies we know the Axis "line." We know that stories that make us distrust one another are deliberately and cleverly planted by the enemy through short-wave broadcasts, and through their agents in this country. They rely upon innocent and gullible people to repeat these stories and spread the poison like "Typhoid Mary." It is an important part of your war job to recognize this poison, to show it up for what it is, and to keep it from spreading. *Don't be an unwitting Nazi agent.*

Spreading the truth actively and systematically is the second part of your war information job. At your dinner table, on your front porch, in the barber shop, the beauty shop, in your grocery store, at your place of work, at your club, don't be ashamed to speak up for the truth. Don't be afraid to nail a lie. Don't be ashamed to speak up for democracy, for religious freedom, for racial justice, for all the things which have made America great and respected. These things need your support for they are in great danger.

Don't be an unwitting Nazi agent.



(8) V-Homes

MILLIONS of Americans are fighting this war in their homes every day in the week, every week in the year. They are doing millions of hard jobs, dull chores, making millions of small sacrifices. They are saving and salvaging, conserving and converting. They are foregoing small pleasures, putting up with inconveniences and annoyances. They are doing these things freely and gladly because they understand the meaning of their fight for freedom: freedom for themselves, their children, and the America they love.

These steadfast and devoted people receive no medals, no citations. They do not ask for recognition, but they deserve it, not only in justice to them, but as an incentive to go on working for victory. The road is long and hard, and all of us need cheer and encouragement.

The V-Home award is a badge of honor for those families which have made themselves into a fighting unit on the home front. If you and your family have earned such an award, you are entitled to put the V-Home certificate in your window. You will receive the award from your local Defense Council. If you and your family have not yet enlisted on the home front you can join today—the greatest civilian army in American history.

The V-Home certificate means something: it has to be earned. This is what it says:

THIS IS A V-HOME!

We in this home are fighting. We know this war will be easy to lose and hard to win. We mean to win it. Therefore we solemnly pledge all our energies and all our resources to the fight for freedom and against fascism. We serve notice to all that we are personally carrying the fight to the enemy, in these ways:

I. *This home follows the instructions of its air-raid warden*, in order to protect itself against attack by air.

II. This home *conserves* food, clothing, transportation, and health, in order to hasten an unceasing flow of war materials to our men at the front.

III. This home *salvages* essential materials, in order that they may be converted to immediate war uses.

IV. This home *refuses to spread rumors* designed to divide our Nation.

V. This home *buys* War Savings Stamps and Bonds *regularly*.

We are doing these things because we know we must *to Win This War*.

Chapter 2

The Civilian Services

What They Are

EVERY man and woman who has spare time to give to community war work can enlist in either of the two civilian services. These services are:



1. *The Citizens Defense Corps* which is in charge of the work of civilian protection against enemy air raids. This is a volunteer organization, open to all (except enemy aliens) who are fitted physically and by experience, and ready to undergo the necessary training and carry out the duties faithfully.

After finishing the required courses of training, and taking an oath to defend the Constitution, you will be enrolled and receive a certificate of membership and the right to wear the official insignia. You can be suspended or dropped from membership by the local Defense Council, if you have been improperly appointed or trained, or if you do not do your job satisfactorily.

You may do a useful Defense Corps job either in the district where you live, or in the place where you work. Not all protection jobs are needed in every community. For a description of the various jobs, the hours of training required, and the number of volunteers needed, see *Appendix*.



2. *The Citizens Service Corps.*—The members of the Citizens Service Corps are the qualified volunteers who do all the other community war jobs such as conservation, salvage, sale of war bonds and stamps, operation of home-registration bureaus, transportation surveys, and welfare work in the communities.

To become a member of the Citizens Service Corps you must qualify in one of three ways: You must have satisfactorily completed certain prescribed training courses, approved by the Defense Council; or served an apprenticeship approved by the Civilian Defense Volunteer Office; or com-

pleted 50 hours of work, for which no specific apprenticeship or training is required, in activities approved by your local Defense Council, through its volunteer office. You can be working for any agency in your community, so long as that work is recognized by your Defense Council as meeting the required standards.

After you have satisfied the qualifications, you must take an oath to defend the Constitution and perform all the required duties.

When you are enrolled you will receive a certificate of membership and the right to wear a special insigne. Your membership may be ended or suspended by the Defense Council, if you do not perform your duties efficiently.

Membership in the Citizens Service Corps is a recognition that you are doing satisfactory and worth-while war work. The jobs described in the following chapters may enable you to qualify for membership, if they are approved by your Defense Council.

Persons who desire to serve in either the Citizens Defense Corps or the Citizens Service Corps should apply to the Civilian Defense Volunteer Office of their local Defense Council. If your community does not have a central volunteer office for the recruitment of civilian war volunteers, you can help to see that one is established.

Chapter 3

What Men and Women in Industry and Trades Can Do*

Factory Workers,



You can do an important war job by *saving rubber* in going to and from your work, by pooling cars with your coworkers, so that your car is not used every day. You can give a hand to the new workers coming into your community by:

1. Helping them to find places to live. Ask the housing committee of your Defense Council or local housing authority about this. Take in roomers if you have a spare room in a war-crowded community.

2. Seeing that the recreation facilities of your factory and union are known and used as fully as possible. (Factory bulletin boards, information desks are useful.)

You can buy stamps or war bonds regularly by joining the voluntary pay-roll savings plan in your factory. New workers should be told how they can join this plan in the factory.

If you have a talent for public speaking, you can volunteer to speak at union meetings, forums, discussions, war rallies, etc. See to it that war workers are represented at community gatherings. What speaking you do on subjects connected with the war should be tied in with the programs and speaker's activities of your local Defense Council.

It is important for 1 factory worker out of 20 to know first aid. (See *Chapter 1.*)

Gardeners, Nurserymen



Like painters you may be needed for specialized camouflage work. Ask your local Defense Council also about training courses for "victory gardens" where you can teach or demonstrate in your spare time and thus prevent wasteful gardening.

*For civilian-protection jobs, see *Appendix.*

Carpenters, Plumbers, Electricians



Ask your local Defense Council about training courses in simple home repairs where you could teach and demonstrate in your spare time. In many communities women and young people are eager to learn the home-repair jobs, as more and more skilled workers are drawn into war factories. Your skills may be of use in the Citizens Defense Corps. Enroll if you are needed.

Miners



Your knowledge of construction and first aid will be helpful in the demolition and rescue work of civilian protection. (See *Appendix.*)

Painters



You may be called on to help camouflage war factories, oil tanks, and other enemy targets. This is highly technical work, and should not be engaged in without expert direction.

Machinists, Mechanics



Skilled workers are so important in this war that when they try to enlist, the Army and Navy often say, "Go back to your machine. You're a soldier already—in the battle of production. At the moment we need you there more than in the field." Civilian defense needs you too—in your spare time. Find out from your local Defense Council if there are any training classes in your community where you can either teach or demonstrate your skill in your spare time. In some communities Government agencies, schools, factories, and unions are organizing such classes to offset the shortage of skilled workers.

Truck, Bus, and Taxi Drivers



There are a number of civilian-protection jobs for which you are specially fitted. See *Appendix.* Taxi drivers are important on the information front. (See *Chapter 1.*)

Chapter 4

What Men and Women in Business Can Do*

If you own a business or are employed by a business firm, your spare time can be valuable to the war effort in many ways. This chapter is designed to help business people find volunteer jobs for which their experience fits them.

Employers have a three-fold responsibility in time of war:

1. To protect their premises, in accordance with the local civilian-defense regulations. (Consult your Defense Council about these regulations, and be sure that you are linked up with the local control center if this is necessary.)

2. To organize their employees for calm and efficient action in case of air raids.

3. To plan for the best possible protection of customers so as to avoid confusion, panic, and possible stampede when an air-raid siren sounds.

Instead of waiting for instructions, find out from your local Defense Council what protection measures are necessary and put them into effect with the minimum expenditure of money and materials.



Retail Merchants

You are doing the important job of carrying out the provisions of the price control and rationing regulations. It is important not only to carry out the regulations faithfully, but also to educate your sales clerks and through them your customers about the workings of price control and rationing. Your sales force, if properly instructed and trained, can be the chief instrument in helping people to understand price control and rationing and the reasons why we must all cooperate in making them work successfully.

You can offer the use of your show windows for displays of many kinds of civilian-defense work—educational displays about home protection, blackouts, rationing, price control, nutri-

*For civilian-protection jobs, see *Appendix*.

tion, etc. Consult your local Defense Council about this.

You can put up bulletin boards giving new customers information about rooms for rent, recreation facilities, and other information which would help them get adjusted to a new community. Your Defense Council should have this information.

If you have wagons or trucks you can help in the collection of scrap materials needed for war factories. Ask the salvage committee of your Defense Council about this. (See *Chapter 1.*)

On the other hand you will want to conserve rubber by cutting down your delivery service to a necessary minimum. By securing the cooperation of customers who live within walking distance of your store, you will be better able to maintain the service to customers who live in outlying districts.



Sales Clerks

As the direct link between business and the public you have an important and responsible war information job to do. (See *Chapter 1.*) You will need to understand the facts about shortages, rationing, price control, and conservation, so that you can give your customers accurate information and answer all their questions. (See *For Further Reading.*)

You can also do useful volunteer office work keeping records, manning information booths, etc., for your local Defense Council, housing authority, or health center. Ask your Civilian Defense Volunteer Office about these jobs.

Accountants, Stenographers, Clerks



Consult the Volunteer Office of your Defense Council about volunteer record-keeping jobs in the various community agencies, such as hospitals, health centers, housing authorities, Red Cross, U. S. O., etc.

Bankers, Brokers



Your knowledge of business and finance makes your spare time valuable in many ways. You can help to guide and run your local Defense Council. You can offer your services to community campaigns, such as war chests, Red Cross, U. S. O., and other war programs where funds are collected and administered. You are doubtless already active in the war bond program. If you have a talent for public speaking you can render a great service by explaining inflation, price control, rationing, and taxation at your club meetings, public forums and discussion groups, and on the air. Consult the Information Committee of your Defense Council about this work.

Food Merchants, Grocers, Butchers, Shippers, Wholesalers



Please note the suggestions under *Retail Merchants.*

Your local Defense Council should be consulted about plans for emergency distribution of food, in cooperation with growers, dairymen, cattlemen, and truckers. Get the unions, cooperatives, and associations to take part in this war work.



Domestic Help

You can join nutrition and home-nursing classes. You can offer your spare time and services to canteens for soldiers and war workers or day nurseries for children of war workers.

Beauty Parlor Operators, Barbers, Waiters, Bartenders



Rumors can travel especially fast through your establishments; so can true and reliable information. See *Chapter 1* (Information) for what you can do. Ask your local Defense Council for posters and signs warning customers against loose talk; also for reading material on war subjects, such as rationing, price control, conservation, salvage, and the other things your customers are talking about.

Motion Picture Theater Managers



You can do four important war jobs:

1. Make a point of showing documentary films which tell people about the war, about our fighting forces, and our Allies, about the great work of our war factories and farmers, and about civilian defense. Consult your Defense Council about securing such films.

2. See that your theater gives the greatest possible service to the community. With war factories operating 24 hours a day, many war workers have no chance for the relaxation and amusement which they need. Adjust your hours so as to give both night and day workers a chance to relax at the movies. Cooperate with other theaters and with your Defense Council in arranging a schedule.

3. Give special facilities to men in uniform.

4. Like retail merchants, you have a serious responsibility for the protection of your employees and customers against possible air raids. If you have not already taken the necessary precautions it would be well to do so right away. Your local Defense Coun-

cil will advise you how to organize your ushers into a protection unit, how to blackout your theater, and how to handle an audience in case of emergency. (See *For Further Reading.*)



Salesmen, Canvassers

Your experience gained through personal contacts with people in their homes can be very useful to your local Defense Council. In overcrowded war-production communities you may be needed in surveys of housing facilities. You can also help in pledge campaigns, and in interviewing applicants in the volunteer office for war jobs.



Cleaners, Dyers

Care of rugs, draperies, and equipment of clubs and other headquarters for men in uniform is a service which you can contribute. See *Retail Merchants* for suggestions about conserving rubber by curtailing deliveries.

Guards, Watchmen, Janitors, Doorkeepers, Ushers



See civilian-protection jobs in *Appendix.*



Messengers

You can carry messages for air-raid wardens, control and message centers, hospitals and first-aid posts, fire stations, police precincts. (See *Appendix.*)



Builders

Some builders are helping civilians to build refuge rooms where necessary, with the advice of the air-raid warden. They have volunteered their services in putting up civilian defense information and display booths at county fairs and in public places. Strict economy of money and materials is important in all these projects.

Chapter 5

What Professional Men and Women Can Do*

PROFESSIONAL workers can do many kinds of volunteer jobs both in their own fields and in outside fields where they have special talents. Doctors may be good teachers, writers and lawyers may be able lecturers. Those who read this chapter will want to take an inventory of their own talents and use for volunteer war work those which will add most to the community's war effort.



Teachers

Teachers are among the most trusted and respected members of the community and they are well aware of the responsibility this places upon them. They are helping in the rationing program; they are working overtime to cope with overcrowded conditions in schools in war-production areas. Yet still more is asked of them. They are especially needed as leaders and instructors in the Citizens Service Corps and the Citizens Defense Corps.

Domestic science teachers can give courses in nutrition.

Science and handicraft teachers can hold evening classes* in carpentry, home-repair work, and metal work.

Nursery-school teachers can supervise day nurseries for children of women in war factories.

Teachers of business subjects and economics can hold classes and forums in connection with price control, rationing, war budgeting. (See *Chapter 1*, Your War Budget.)

Physical-training instructors can supervise recreation for war workers in crowded war-production communities.

Teachers of farm subjects can give special courses in connection with the victory-garden program.

Teachers of English, history, geography, and social studies can hold classes, forums, and discussion groups and parent-teacher meetings on such subjects as the background of the war; the nature of the enemy, the terrain of

*For civilian-protection jobs, see *Appendix*.

the battleground, the United Nations, American traditions of freedom; what we are fighting for; post-war planning. (See *Chapter 1*, Information.)

Most teachers are good speakers. They should offer their services to the local Defense Council as speakers on war subjects in club meetings, church gatherings, forums, rallies, and public meetings of all kinds, and also as instructors in the local civilian-defense school if one has been organized.

Clergymen



As you well know, clergymen are the guardians of religious and racial freedom. As such, you are soldiers on the home front. You can also enroll as chaplains in the Citizens Defense Corps.

You have many educational weapons at your command. (See *Chapter 1*, Information.) You can give your congregation a new sense of what religious freedom means by describing to them the fate of congregations like themselves, clergymen like yourself, in Germany and among the conquered peoples; by dramatizing the steadfast faith and bravery of these people under tyranny.

You can help to weld your community together by joining with the clergy of all other faiths in solving the community problems. Through the local Defense Council you can help the members of your congregation to find their places in the work of the community and adapt the activities of the church guild or auxiliary to the human problems we must solve if we are to preserve our free way of life.

You will be in demand as a speaker at community gatherings. Your local Defense Council will, of course, want your name on its speaker's roster.

Doctors, Nurses



Men and women with professional medical training are invaluable in helping with emergency medical and first-aid work. Due to a serious shortage of nurses because of war needs, those who have retired are being urged to come back to active service in some communities. They are also needed, in their spare time, to teach first aid, home nursing, etc.

Librarians



Your war job is important. Libraries can and should become real centers of civilian defense and war information. (See *Chapter 1*, Information.)

Adapt your library to its new job of war education. Do your best to provide your community with geography and history books and with periodicals about the background of the war.

See that the new war workers and

other newcomers to your community know about the library and its sources of war information.

Invite the soldiers from nearby camps to use the library. Often they prefer a quiet place to read to a noisy dance hall.

Help to set up and run libraries in war workers' clubhouses, service clubhouses, and other places where soldiers and war workers gather.

Work through your local Volunteer Office and Defense Council.



Lawyers

Through your bar association or local Defense Council you can offer your spare time to help service men who need legal aid. You can help them with many home problems arising from installment purchases, rents, mortgages, leases, foreclosures, thrown into litigation due to enlistment or draft. In this way you can aid service men and their families in your community.

You can also help your local Defense Council to work out knotty legal problems which arise, such as those involved when it becomes necessary for the firemen of one city to go to another city to fight fires resulting from air raids.

You can also help by seeing that soldiers drafted from law school and detailed to a nearby camp have an opportunity to continue their interest in the law, through books, lectures, or meetings.

Friendly aliens may need your advice with their personal and citizenship problems arising from the war. In these cases you may want to work through the legal-aid societies.

Offer your services to the speakers' roster of your local Defense Council.



Musicians

People at war need the inspiration of stirring war music. It binds them together and lifts their spirit. You have a spare-time job to do in training amateur musicians, leading community bands and choruses, and helping to organize entertainment in the military camps. In this you can work with the local Defense Council and school authorities. If you belong to a union, see that it cooperates fully with the Defense Council. Band concerts and community singing should be weekly events in every town for the duration.



Artists

Art has a definite war function—to rally the people and bring them messages from their government. Artists can help in both these fields. Through your art school, museum, artists' association, or local Defense

Council you can plan and contribute to exhibits, work up posters, signs, displays of all kinds. Your Defense Council should be ready to advise you on subjects and themes. Your work may be used either locally or nationally.



Architects

In some cities architects have cooperated with defense councils to help owners of factories, stores, and public buildings design shelter rooms, gasproof chambers, and blackout arrangements. Architects are also needed for the important work of camouflage. Ask your local Defense Council about this.

Editors, Press Agents, Writers, Advertisers, Radio People



Yours is the essential job of war information in your community. You are doubtless doing this job in your working hours. Your spare time is needed as well. You have the responsibility of telling the American people how the war is going and what they can do about it. Washington cannot do this job without your help. See to it that the people in your community get the truth. Try also to interpret the truth for your friends and neighbors in their own terms.

Your local Defense Council should have an information committee representative of the local press, radio, and other publicity channels. Make it truly representative. Offer your service to it. Then help to plan an information program for your community which will cover not only war news, but such subjects as rationing, price control, health, housing and recreation in overcrowded areas; friendly relations with nearby training camps, and, finally, education in war aims. (See *Chapter 1*, Information.)



Social Workers

Social workers are urgently needed as leaders and planners to meet the human problems arising from the war in all our communities. They are particularly needed in two types of communities: war-production communities and communities near military training camps or naval stations.

In both the latter communities, there is overcrowding due to the influx of war workers and their families or of service men. In both cases there are acute problems of housing, feeding, children's recreation, and social adjustments. The solution of these problems contributes to the winning of the war.

Local employment bureaus, housing

registries, health centers, day nurseries, playgrounds, clubhouses—these offer many opportunities for professional social workers. Planning emergency care in case of attack or evacuation is also important. Volunteer workers can be trained to help in all these fields.

Work with the Volunteer Office and the appropriate community service committees of your Defense Council to see that all the communities' facilities are used to the full.



Actors, Entertainers

Actors and entertainers can participate in civilian-defense rallies, war-bond campaigns, town meetings, and in plays, pageants, and radio programs connected with the war. U. S. O. clubhouses need good entertainment. Local camp commandants would welcome volunteer entertainment units.



Engineers

An engineer's advice is useful for local defense planning for road and bridge repair, demolition, gas proofing, utility and sewer repair, sanitary safeguards, etc. Consult your local Defense Council.



Photographers

Every local Defense Council needs good publicity pictures as well as identification pictures for its volunteer workers. Councils can also use posed photographs showing approved methods of first aid, fire fighting, etc., for instructional purposes. Members of protective services who are photographers can photograph their activities, both for the purpose of improving efficiency and for historical and educational use.

Chapter 6

What Men and Women on the Farm Can Do*

The war job of the American living on a farm is production—production of food for ourselves and our Allies. Your production goals have been set. To meet them you must produce more of almost everything.

You may think you are too hard-pressed by your individual farm-production battle to add even one more chore to the big job you are now doing. But there is more to be done.



This is not a new idea. On the American farm there is always *more to be done.* The pioneer men and women who cleared the land on which you live and work were not looking for an easy life. They were looking for a *way of life*—and that same way of life is what farmers are fighting for today.

Farmers are asked, specifically, to use care and skill to conserve their farm machinery and to keep it in good repair.

Recreation on wheels is out for the duration of the war; your rubber tires and your car must be saved for the all-important business of growing and shipping the food which helps to win the war.

You are asked to save oil.

To save gasoline.

To conserve steel by re-using baling wire.

To use binder's twine economically.

To repair old machinery and bring it back into use.

To share farm machinery and equipment with your neighbors.

To help your neighbor and exchange work with him so that you both may be able to handle your peak load of work.

To use smaller quantities of higher-analysis fertilizer, saving labor, transportation, and bags.

Salvage of waste materials and scraps, particularly old rubber and scrap metals, helps to win the war. Be sure to return all usable burlap bags to your dealer.

*For civilian-protection jobs, see *Appendix.*

U. S. D. A. County War Boards can help you dispose of your scrap materials if you have no local scrap dealer. Farm-implement dealers and volunteer farm organizations are also helping to bring in the scrap. In many counties where there is no other collection system, Government collectors will pick up scrap at the farm and pay for it. But you can help most by bringing your scrap to town yourself. The important thing is to get every pound of metal, burlap, and rubber that you do not need on its way into war production.



You will want to grow and preserve as much food as you can for your own use. Canned, dried, and stored fruits, vegetables, and meats mean that just so much more of the commercial product is available for our soldiers in foreign lands and our Allies.

You may need help in finding the necessary labor to grow your quota of food for victory. The local office of the United States Employment Service can help you. Or, ask your local U. S. D. A. War Board.

If there is an Army camp or Naval base near your farm you can be a good neighbor to the men stationed there. They will be grateful for your friendly interest and hospitality.

If you belong to a national farm organization, 4-H Club, the Future Farmers of America, a home-demonstration club, a church group, or any other club, be sure that it is doing its war job, just as you are doing yours.

Like all Americans you are asked to put everything you've got into this fight, to refuse to spread rumors, to recognize the enemy's lies and show them up; to keep posted on the progress of production in the factory as well as on the farm; to put every penny of your savings in war bonds and stamps.

America's rural population has been called its backbone. In these days America needs backbone.

While workers in cities may be manning the machines on the night shift or searching the skies for enemy planes, you may be resting soundly for another day's sun-up to sun-down battle on your own production front.

It's all part of the same job of winning the war.

Chapter 7

Specific Jobs For Women*

(1) Converting Your Home

In wartime as in peacetime, the biggest industry in America is homemaking.

In this war, homemaking can—and must—contribute to victory. The President has spoken of the "family effort" as a vital factor in winning the war. This is the first war in history in which the "family effort" may well turn the tide against the enemy, may well make the difference between defeat and victory.

The "family effort" is, of course, a cooperative affair, but more often than not, it is the wife and mother who finds herself in charge. Right now, the "family effort" is a job of conversion. Just as automobile factories had to be converted into tank factories, so the home has to be converted from a peacetime to a wartime basis.

This is the homemaker's first and most important job. Conversion does not mean tearing down or ripping apart; it means creating a satisfying life with fewer comforts and conveniences; and this means using what you have with more skill and imagination. You will find these qualities useful in the work of conversion. In this work remember always that there is no cheap or easy road to victory. Keep as your signpost the President's words: "We can face the fact that there must be a drastic reduction in our standard of living."



Putting the family budget on a war basis should be your first concern. (See *Chapter 1*, Your War Budget.) Once you have set your goals for saving and spending, you are ready to meet the challenge of cutting down the material needs of your family all along the line. This is war work of the most necessary kind.

You can conserve rubber by putting the car on a war basis: by cutting down your trips to market, by planning your shopping carefully. Join with your friends and neighbors so that no car goes to market with an empty seat. The same with trips to school. Don't use the car to go places

*For civilian protection jobs, see *Appendix*.



within walking distance. Short trips eat up mileage without your k n o w i n g it. Walking is good for you and your country.

You can conserve clothes by taking specially good care of the family supply. Clothes last longer if they are kept clean, mended, and mothproof. Make them over, convert them, but never throw them away. (See *Salvage* below.)

You can conserve food. It's our most valuable weapon, next to arms. We have to help feed our Allies as well as ourselves, to maintain their fighting efficiency. Britain, Russia, and China depend on us for food supplies. The farmers of America are working long and hard to do this double job. All our Allies are hungry, some are starving. We have plenty to eat, but we cannot afford to waste a scrap.

Consider the case of sugar, for example. The enemy has cut off part of our supply, and we need great quantities to make industrial alcohol which in turn makes gunpowder. It is literally a choice between gunpowder and sugar. No American who understands this choice considers hoarding sugar, or any other scarce material. You may have seen the slogan "Hoarding Helps Hitler." This is literally true.

We have chosen the sensible way of dealing with the sugar shortage—turn as much as necessary into gunpowder, and with the rest—ration. Rationing is the fairest way to divide up what we have so that everybody gets an equal share. It doesn't matter how much money you have—you still can't buy more than your share. And that is where price control comes in to see to it that everybody can afford to buy the full amount of his or her ration.

You will probably hear stories to the effect that the rationing of sugar really isn't necessary, because there is plenty on hand. You may even hear it said that there are literally mountains of sugar rotting away in a warehouse in Texas. You can see how rumors like these are calculated to shake people's confidence in the whole system of rationing. This is a serious matter, and you should know the facts about sugar so that you can circulate them whenever you find yourself among people who do a lot of talking without taking the trouble to find out the truth.



Conserving food is only half the problem. The other half is to make sure that the family is not only well fed but well nourished. Health, efficiency, and the fighting spirit are all improved by the right food. The study of nutrition teaches us to choose the right food, and almost everybody has something to learn on this subject. Find out about courses in nutrition from your local Defense Council.

In *Chapter 1* we spoke of *Salvage*. This is another part of the family

effort which the woman can organize and direct. Your children can be your chief helpers in this work. They can collect and tie up your scrap paper, old clothes, old rubber, and metals which you cannot use any more, and help to cart them to the local salvage center or junk dealer. If you sell your scrap to the junk dealer, the children will have earned a share of the proceeds.

In your attic, closets, barn, or shed you may find old metal toys, wire, or rusty nails which you cannot use. This kind of treasure hunt will delight the children and produce scraps for salvage.

The success of the family effort in this war depends not so much on things as on teamwork, good will, and loyalty. Here again the wife and mother usually sets the pace, provides the inspiration. She has pulled the family through hard times in the past; she is doing it now, with head high and flags flying.

(2) Jobs Outside the Home

Some work which women can do has already been listed in earlier chapters; please read them all and consider the following suggestions as a supplemental group. (Be sure to consult the Volunteer Office of your local Defense Council as to the need for the type of work you would like to do.)

For Men in Uniform



You can offer your services to the local U. S. O. as a canteen worker, hostess, or receptionist. You can provide entertainment in your home. You can write letters to the families of service men you have met in your town. They will appreciate first-hand news about their men.

For New War Workers in Your Community



You can help them and their families to adjust themselves to your community. Housing, feeding, schools, and recreation facilities will be overstrained. Help your local Defense Council to use the existing ones to the full and to provide more if necessary. Take in roomers if you can; help to start canteens and day nurseries for working mothers if they are needed. See that all playgrounds are open full time. Help newly arrived families to know about these things. Make them feel welcome in your home town.

Health, Medical Care and Nursing



Because of the shortage of nurses and doctors in time of war, there are many jobs open to women who are ready to train in this field. These are important war jobs, for by doing the nontechnical work, you actually relieve doctors and nurses for war service in the field.

First Aid. (See *Chapter 1*, Health.)

Home Nursing. This training course teaches you to keep your own family well, and to take care of illness in your home (24 hours of training by the Red Cross).

Nurses' Aide. (See *Appendix*.)

Laboratory Assistant. A short training course enables you to be a laboratory helper, or file clerk.

Nutritionist Assistant. A short training course fits you to help the trained nutritionist in teaching and demonstrating.

Club Work



If you belong to a club, labor union auxiliary, or church society, you can help to bring its activities into line with the volunteer war work of your community. You can concentrate club work on wartime activities, such as the study of conservation, rationing, price control, inflation. You can get your club to work with the consumer, recreation, housing, health, and other committees of the Defense Council and with the war-bond committee.

You can join with other community groups doing war work along the same lines as your own.

Make it the special job of your club, in cooperation with your Defense Council, to look after the interests of workers in war factories, friendly aliens in your community, service men who come to your community.

You can serve the local Red Cross unit, or help to start an auxiliary unit, if it is needed, to roll bandages, make hospital garments, etc.

Chapter 8

What Boys and Girls Can Do

Boys and girls like everybody else, will have to sort themselves out and find the places where they can be most useful on the home front. Please look first at *Chapter 1* where jobs for everyone are listed, regardless of age or occupation. You will want to read the other chapters as well, for there are war jobs in which you can help the older people—your parents, teachers, friends.

You will find work at home, at school, in your Scout troop, 4 H Club, through your church or some other community organization. Your parents and teachers ought to be consulted about ideas which you think up by yourself.

Here are some things you and your friends can do right away:

If your home is in a target area, you should learn what to do in case of an air raid.

You should keep yourself strong by eating the right kind of food, getting enough sleep, and exercising in the open air.

You should save money regularly and buy war stamps.

You should be careful not to waste anything, take care of your clothes, toys, books, bicycle, all the things you use at home or in school, so that they will last as long as possible. You won't be getting many new things in wartime.

Being Useful at Home



Let's think what it means to be helpful at home.

You can volunteer as your mother's special delivery boy or girl between home and the neighborhood grocery, drug store, cleaning establishment, or shoe-repair shop. This will save rubber needed for planes and tanks.

You can take care of younger brothers and sisters and do the home jobs that will free your parents for war jobs.

You can learn to use tools, to repair and make things which are needed in your home. There won't be many repairmen available in wartime. You can learn to sew and mend, to cook and plan meals. Your parents will be busier with community tasks from now on.

You can be sure that all waste paper, scrap metal, old rags, old rubber, and greases in your home are being collected and hauled away to the proper agency or junk dealer.

Being Useful in School



The shop work and domestic science you learn in school will make you more useful at home.

Many of the things you study in school will help you to understand the war—history, geography, and the other social studies, current events, and science. You can form discussion clubs or forums in your high school. You can make posters on war subjects. Perhaps you can speak in assemblies on subjects of wartime importance.

When you serve as school traffic policemen, you are releasing adults for war work.

If you are 12 or older, or have finished the sixth grade, you can take the Junior Red Cross course in first aid. Agencies like the Junior Red Cross give high-school boys and girls a chance to make splints, dressings, stretchers, and other first-aid supplies for emergency centers and hospitals. Some are making and repairing furniture, games, and puzzles for camps and recreation centers. Some are making clothing for welfare centers and arm bands for civilian-defense councils.

The Government has asked school boys to make 500,000 model airplanes for use in teaching airplane spotters and aviation cadets. Perhaps you can help in this program.

If you are in high school, you can learn skills like mechanical drawing, machine work, wood work, electrical work. We shall need more skilled workmen in war plants.

Being Useful in Your Town



If you are sixteen or over, you can register with the Volunteer Office of your local Defense Council. If you are under sixteen, your community war work will have to be supervised by your school or club (Boy Scouts, Girl Scouts, Campfire Girls, Boys' Clubs, 4-H Clubs, Future Farmers, etc.). First of all talk to your teachers or club leaders and find out what they think needs to be done and how you can best do it. Your teachers or leaders can recommend you for membership in the Citizens Service Corps when you have had the right training and done the required work.

One of the most useful things you can do for your community is to help salvage the war materials we have been talking about in this book. You can also collect books, magazines, and phonograph records for camps and recreation centers.

Your local Defense Council may need you to distribute government literature or war posters.

In connection with your school or club, you may be able to work in a victory garden, helping to supply food for your town. If you are over fourteen, ask your teacher about the possibility of working on a farm in the summer time.

If you have taken a course in typewriting, you may be able to help your local Defense Council in clerical work.

Some boys and girls have helped to make maps of their neighborhoods, showing water mains, fire plugs, etc. Other jobs in the protective services are open to you if you are old enough. (See *Appendix*.)

If you are in high school, you may be able to help as a club leader for younger children or as a junior supervisor on playgrounds. Many adult leaders and supervisors are in the Army or in war industries now. Your help may be needed in a day nursery for small children whose mothers work in war factories.

If there are new families moving into your town to work in your local war factories, you can do an important job by looking out for the new boys and girls. Just imagine yourself a stranger in a new town and a new school, without any good friends. Give these boys and girls the same kind of chance to join the fun that you would like to have if you were in their place. Take them into your club, your crowd, show them around, make them feel that they belong. Make them your friends. Their mothers and fathers are helping to win the war, too.

Appendix

Civilian Protection Jobs in the United States Citizens Defense Corps

This is a list of the various volunteer groups needed to protect the community in time of emergency. Men and women who undertake these jobs are expected to stay at their posts faithfully in bad weather or danger. They should not accept these grave responsibilities unless they are willing and free to be called at a moment's notice any day or night.

You will note from the list below that only about 64 persons out of 1,000 of the population are needed for the Citizens Defense Corps. This number varies, of course, according to the needs of each community. It means that everybody cannot be an air-raid warden. It means that most people must look to the Citizens Service Corps for the many individual war jobs which they can do in their own homes and communities.

Command Section (or Staff Corps).

Basic Training: 20 hours.

Number of workers needed per 1,000 of population: 6.

The staff is composed of those who man the control center for the community's protection and direct activities for the Commander of the Citizens Defense Corps. In addition to executive work there are typing, filing, switchboard, and general office duties.

Drivers Corps.

Basic Training: 38 hours.

Workers needed per 1,000 of population: 5.

People who can offer their cars as well as their time are needed. They must be experienced drivers in good physical condition and with good vision. Cars and drivers are assigned to first-aid squads, control centers, casualty stations, etc.

Messengers.

Basic Training: 20 hours.

Workers needed per 1,000 of population: 8.

This group is vital for the maintenance of communication under any conditions.

Rescue Squad (Men).

Basic Training: 40 hours.

Workers needed per 1,000 of population: 2.

These men need coolness and courage, physical strength, and some knowledge of building and construction. Their job is to rescue people from wreckage, shut off broken electric lines, gas and water mains.

Auxiliary Police (Men).

Basic Training: 23 hours.

Workers needed per 1,000 of population: 4.

This group helps the regular police in maintaining order under emergency conditions. Many communities have drawn their auxiliary policemen from veterans of the last war.

Auxiliary Firemen (Men).

Basic Training: 27 hours.

Workers needed per 1,000 of population: 4.

This job is under your local fire department and is a wartime aid to the regular fire-fighting forces.

Air-Raid Wardens.

Basic Training: 23 hours.

Workers needed per 1,000 of population: 8.

Wardens patrol districts during blackouts and air raids; they must know the people in their district, see to it that blackout measures are effective, and report property damages or casualties. Wardens are the chief guardians of their territory.

Fire Watchers.

Basic Training: 10 hours.

Workers needed per 1,000 of population: 10.

Watchers are posted on roof tops and other strategic places to extinguish or remove incendiary bombs as soon as possible, fight small fires, and report uncontrollable ones to the fire-fighter squads.

Demolition and Clearance Crews.

Basic Training: 10 hours.

Workers needed per 1,000 of population: 2.

Those men ordinarily are employees of the local public-works department. They are specifically trained in work that may have to be done as a result of an enemy raid in which high-explosive bombs are used. Some of their jobs include dynamiting unsafe walls of partly wrecked buildings, clearing streets of rubble, filling bomb craters, and restoring traffic routes to normal conditions.

Road Repair Crews (Men).

Basic Training: 10 hours.

Workers needed per 1,000 of population: 2.

They restore traffic as rapidly as possible after raids, working ordinarily under the local public-works department and following up the rough clearance of the demolition squads.

Decontamination Squads.

Basic Training: 20 hours.

Workers needed per 1,000 of population: 1.

This is a very specialized work not needed in all communities. It is con-

cerned with removing effects of poison gas and giving aid to gas casualties.

Emergency Food and Housing Corps.

Basic Training: 7 hours.

Workers needed per 1,000 of population: 1.

Emergency food and shelter must be provided for those whose homes are destroyed by the enemy.

Medical Auxiliaries.

Basic Training: 27 hours.

Workers needed per 1,000 of population: 3.

In air raids or other disasters emergency care of the injured will be the responsibility of Emergency Medical Field Units, organized by hospitals and composed of squads of physicians, nurses, and nursing auxiliaries.

Nurses' Aide Corps (Women).

Basic Training: 109 hours.

Workers needed per 1,000 of population: 6.

Nurses' aides help nurses and doctors so they may care for more patients. Special training by the Red Cross is necessary in this field. Aides may help nurses at any time in wards and out-patient clinics of hospitals and public-health services, and will be assigned to Emergency Medical Field Units for duty in disaster.

Air-Raid Information and Filter Center Operators (Women).

The United States Army Air Corps has, in certain coastal cities, plotting board stations to detect the approach of enemy planes. They are secret and women volunteers are "in the Army." Switchboard operating experience is helpful but not essential. More volunteers are needed. Ask your Defense Council, if you live in a city within 300 miles of the coast.

Forest Fire Fighters.

Basic Training: 12 hours.

Auxiliary forest fire fighters serve in emergencies to supplement State and Federal forest fire control forces. They come chiefly from rural areas. Technical training and organization is in the hands of the forest-protection agencies.

For Further Reading

The material listed here may be obtained free as explained below. For other information on these and related subjects write to U. S. Office of Information, Washington, D. C.

HOW TO ORDER.—Send your request to the agency which issues the information. (The agency is named in italics above each list.) Write your name and address plainly on your letter and the envelope. Be sure to give correct street address or rural route number. Give both the title and number, if any, of each item desired.

AGRICULTURE

U. S. Dept. of Agriculture, Washington, D. C.

Chronology of agriculture's part in war. (Food for freedom program, background information series No. 4.)

Goals for 1942.

Wartime farm production. (Food for freedom program, background information series No. 5.)

Our food supply in wartime. (Speech by Secretary of Agriculture Wickard.)

The part farm women play in winning the war. (Speech by Mrs. Wickard.)

CIVILIAN DEFENSE

Your Local Defense Council.

A handbook for air raid wardens.

A handbook for auxiliary firemen.

A handbook for auxiliary police.

A handbook for decontamination squads.

A handbook for demolition and clearance crews.

A handbook for drivers' corps members.

A handbook for emergency feeding and housing units.

Handbook of first aid.

A handbook for messengers.

A handbook for rescue squads.

A handbook for road repair crews.

CIVILIAN PLANNING GUIDES

Volunteers in child care.

Volunteers in consumer programs.

Volunteers in family security.

Volunteers in health, medical care, and nursing.

Volunteers in nutrition.

Volunteers in recreation.

How to organize civilian protection in your community.

CONSERVATION AND SALVAGE

U. S. Dept. of Agriculture, Washington, D. C.

1794F. Coat making at home.

1851F. Judging fabric quality.

Keep them lasting.

Rubber: home care and repair.

1474F. Stain removal from fabrics, home method.

Office for Emergency Management, Washington, D. C.

Salvage for victory.

Salvage for victory program.

CONSUMER INFORMATION

U. S. Dept. of Agriculture, Consumers' Counsel Division, Washington, D. C.

Be a victory planner in your home.

Consumers' Guide.

Do you listen to Consumer Time?

Office of Price Administration, Consumer Division, Washington, D. C.

Consumer prices.

132 million consumers act for victory.

A Negro community works in behalf of its families.

A Negro rural family learns to use the consumer services of its Government.

Rationing—why and how.

Recipes to match your sugar ration.

What wartime price control means to you.

Sugar and wartime.

General maximum price regulation, bulletin 1.

General maximum price regulation, bulletin 2.

What every retailer should know about wartime price control.

Why gasoline rationing?

Your local Defense Council.

Volunteers in the consumer program.

GARDENING

U. S. Dept. of Agriculture, Washington, D. C.

1044F. The city home garden.

1371F. Diseases and insects of garden vegetables.

1673F. The farm garden.

MP483. Victory gardens.

GENERAL INFORMATION

Office of War Information, Washington, D. C.

Divide and conquer.

The unconquered people.

U. S. Dept. of Labor, Children's Bureau, Washington, D. C.

283. A children's charter in wartime.

282. To parents in wartime.

Office for Emergency Management, Washington, D. C.

OEM handbook.

Production goes to war.

LABOR

U. S. Dept. of Labor, Washington, D. C.

Control of welding hazards in defense industries. (Special bulletin no. 5.)

Effective industrial use of women in the defense program. (Special bulletin no. 1.)

He is building the arsenal of democracy—give him the training he needs.

Lifting heavy weights in defense industry—methods for conserving the health of women workers. (Special bulletin no. 2.)

Out of crisis—opportunity. (Bulletin no. 43.)

Protecting plant manpower. (Bulletin no. 3.)

Safeguarding manpower for greater production. (Special bulletin no. 1.)

Safety clothing for women in industry. (Special bulletin no. 3.)

The worker's safety and national defense. (Special bulletin no. 2.)

Women's vocational training needs in the defense industries.

Office for Emergency Management, Washington, D. C.

U. S. labor goes to war.

What is labor doing in the war?

NURSING AND MEDICAL CARE

U. S. Public Health Service, Washington, D. C.

Bill gets the works. (Workers' health no. 6.)

But flu is tougher. (Workers' health no. 1.)

Leonard's appendix and how it burst. (Workers' health no. 2.)

Trouble in the midriff. (Workers' health no. 5.)

Until the doctor comes. (MP 21.)

Wake up Main street. (Community health no. 1.)

You can end this sorrow. (Venereal disease no. 3.)

Your local Defense Council.

Volunteers in nursing.

Your local Red Cross chapter.

American Red Cross Nursing Service. (ARC 703B abridged.)

General information on the course in Red Cross nursing service. (ARC 704.)

Historical high lights in Red Cross home nursing course. (ARC 748.)

NUTRITION

U. S. Department of Agriculture, Washington, D. C.

Apple recipes.

MP 472. Community food preservation centers.

Consumers' guide.

Dried beans and peas in low-cost meals.

Dry skim milk.

Dried fruits in low-cost meals.

Egg dishes at low cost.

Food for growth.

Green vegetables in low-cost meals.

1762F. Home canning of fruits, vegetables, and meats.

Market lists for moderate-cost and liberal meals.

1908F. Meat for thrifty meals.

Root vegetables in low-cost meals.

Three market lists for low-cost meals.

20 questions on enriched flour and bread.

Vitamins from farm to you.

U. S. Dept. of Labor, Children's Bureau, Washington, D. C.

270. The road to good nutrition.

Well-nourished children. (Folder 14.)

Federal Security Agency, Washington, D. C.

The home front in national defense.

U. S. needs us strong.

Food for thought. (Education and national defense series no. 22.)

Your local Red Cross chapter.

American Red Cross in the movement for better nutrition. (ARC 740.)

Suggestions on feeding in a disaster. (ARC 994.)

Your local Defense Council.

Volunteers in nutrition.

WAR SAVINGS BONDS AND STAMPS

Treasury Dept., War Savings Staff, Washington, D. C.

Bonds or bombs.

Help win the war with the money you save.

DSS 333. Madame chairman and Mr. chairman.

What you should know about U. S. savings bonds and stamps.

☆ U. S. GOVERNMENT PRINTING OFFICE : 1942 471883

Since I am not a man

n do to Help National Defense

old enough to be in some thing for my country

I am a nurse-57 years old-too old to take any active service other than preparing meals but with some help I can do that.

an I do?

An inquiry to see if in the course of my traveling coverage out of the above city as Headquarters had covering away town and aring camps etc if as or better if I cannot find some assignment that might move me into a 70 or 84 hour week in connection with my selling activities

If and when you can see fit to use me

Dear Mr. President.

I am 7 years old

I am in the second Grade

I feel the urge to help America needs everyone

I want to offer my services to you for any orginization work you may have for me in connection with civilian derense.

I am a veteran of the last war

I will and can only-(do) in my defense courses the evening

Willing To Volunteer my service for my country

My Husband is ld. he is willing to. hoping to

the defense

yrs. of age to help

As a delegate of a group of thirty five rural leaders. I am asking what we can do for national defense.

onc.

e

rage

I am interested in joining Civilian Defense

I am 55 years of age. feel that I am still capable to be of assistance to you

ref ice is too great

Where to Learn What YOU Can Do

Figures refer to pages in this pamphlet

Accountants, 26
Actors, 33
Advertisers, 32
Architects, 32
Artists, 31

Bankers, 26
Barbers, 27
Bartenders, 27
Beauty parlor operators, 27
Bookkeepers, 26
Boys, 40
Brokers, 26
Builders, 28
Business men, 25
Business Women, 25
Butchers, 27

Canvassers, 28
Carpenters, 24
Cleaners, 28
Clergymen, 30
Clerks, 26

Doctors, 30
Domestic help, 27
Doorkeepers, 28
Dyers, 28

Editors, 32
Electricians, 24
Employees, 25
Employers, 25
Engineers, 33
Entertainers, 33

Factory workers, 23
Farm women, 34, 36
Farmers, 34
Food merchants, 27

Gardeners, 23
Girls, 40
Grocers, 27
Guards, 28

Homemakers, 36

Janitors, 28

Lawyers, 31
Librarians, 30

Machinists, 24
Mechanics, 24
Messengers, 28
Miners, 24
Motion picture theater managers, 27
Musicians, 31

Newspaper men, 17, 32
Nurserymen, 23
Nurses, 30

Painters, 24
Photographers, 33
Plumbers, 24
Press agents, 32
Professional men, 29
Professional women, 29

Radio people, 32
Retail merchants, 25

Sales clerks, 26
Salesmen, 28
Shippers, 27
Social workers, 32
Stenographers, 26

Taxi drivers, 24
Teachers, 29
Truck drivers, 24

Ushers, 28

Waiters, 27
Watchmen, 28
Wholesalers, 27
Writers, 17, 32

No. 18

OCD NEWS LETTER

AUGUST 24, 1942
WASHINGTON, D. C.

Published by the U. S. OFFICE OF CIVILIAN DEFENSE

Graduates Applaud Protection Schools

Graduates of the seven War Department Civilian Protection Schools are enthusiastic about their training. Let the testimonies of these patriotic volunteers who have completed the 10-day course speak for themselves:

"We, the students of the first class of the War Department Civilian Protection School at the University of Washington in Seattle do hereby affirm and resolve that: (1) These training courses be given even greater support and continued so that more and more citizens, in whose hands rest the responsibility for proper conduct of civilian defense, be given necessary training. Signed, Harry M. Smith, president, and Larry Duhrkoop, secretary."

May Singhi Breen, national director of ARP for AWVS, a graduate of the Civilian Protection School at Amherst College, Mass., says this about her training: "I have spent a great deal of time and study and research and have taken other army courses, but I found this particular set-up the most practical of all. My job is training teachers in air-raid precautions for the 457 units of the American Women's Voluntary Services."

And here's the testimony of the third class, Civilian Protection School at Purdue University, La Fayette, Ind., in a resolution of appreciation signed by Charles R. Crumpton, class president: "The high quality of the food and the pleasant living quarters have contributed to our comfort and enjoyment. * * *"

Has your Defense Council sent its representative to study at one of the seven Civilian Protection Schools? It's an opportunity for one of your council's leading volunteers to be trained as a protection expert, who will in turn teach your other workers. Leadership and teaching ability are the chief prerequisites of a candidate for the comprehensive 10-day course. His is the responsibility on graduation to set up extensive training organizations in your home town and State, and to organize and demonstrate control center (command post) exercises.

To turn out more graduates capable of spreading their knowledge far and wide, the curricula of the schools were

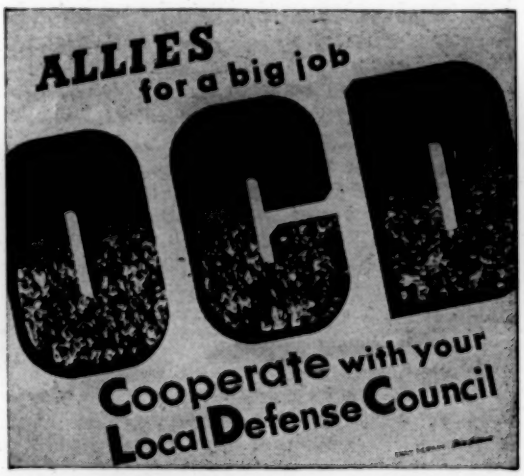
(*Continued on page 2*)

CD Contributes to Labor Celebrations

"Free Labor Will Win!"

This challenge to enslaver nations is to be the keynote of Labor Day celebrations, September 7, in which many defense councils are cooperating with local labor groups. Ways in which local councils can assist labor groups in celebrating the holiday are suggested in a memorandum prepared by OCD.

The memorandum which is being distributed to local councils points out that Labor Day is an appropriate time to take stock of the benefits from real labor representation. The holiday offers an opportunity to call attention to the importance of full labor representation, not only on advisory bodies but also on policy and planning committees.



This OCD poster will soon be seen throughout the Nation in post-office buildings and on Railway Express trucks. The design, in red and blue, is by Emily Newman, of Pratt Institute, Brooklyn, N. Y.

CAP Wing Tips

If the next wild story about a strange parachute seen drifting toward the earth comes from near Detroit, chances are it won't be a "paratrooper." It will probably be one of the daring CAP members of the Michigan Wing who are beginning extensive parachute training activities at Wings Airport, near Detroit. With full permission of the Civil Aeronautics Authority, the group is starting practice in parachute jumping, packing, and dropping supplies.

When floods swept through four counties in northern Pennsylvania recently, the Bradford CAP Squadron went aloft on reconnaissance missions. The CAP flyers acted as the eyes of ground rescue squads, according to Pennsylvania Wing Executive Officer E. S. Burch. They listed washed out bridges and blocked roads, searched for missing persons, and reported generally on the flood conditions. At one point, the squadron was grounded by bad weather, but the members managed to get some serum through to doctors by truck.

Indiana CAP pilots have taken the search for vitally needed scrap metal to the air. Group 523 at Fort Wayne scouted over the countryside and reported an abandoned steel bridge and a number of old schoolhouse bells that were salvaged for their valuable brass and bronze.

CAP flyers from Pennsylvania and Ohio are now ferrying light planes formerly delivered by pilots with multimotor plane experience, now released for more important duty. The Pennsylvania Wing reports CAP pilots assigned to ferry planes manufactured at the Piper Aircraft plant, Lock Haven, to training centers in the Midwest. Women, as well as men, have been selected to deliver the ships. Miss Jessie Jones, of Lancaster, was among the first Pennsylvania CAP pilots to be selected for ferry duty. The Ohio CAP Wing is performing similar ferrying service for the Taylorcraft Airplane Co.

CAP Squadron 152-1 at South Meridan, Conn., has distinguished itself for untiring vigilance at its airport. At least one of its members maintains guard duty there all the time, 24 hours a day. On several occasions, this around-the-clock service has proved valuable to military planes which have landed unexpectedly. The pilots were provided information and their planes serviced.

Still more CAP publications are blossoming forth among the Wings throughout the country. "Sky Patrol" is the airy title of the news bulletin of the Indiana Wing headquarters. The four-page monthly of the Nashville, Tenn., Wing is called "CAP-ERS." With news, pictures, cartoons, and comedy, it is produced by an all-girl staff, headed by Intelligence Officer Gene Slack, member of the Aviation Writers Association. And New York CAP news comes out in a paper titled "Empire State Wing."

Total War Is Certainly Hell

By J. F. Saunders

(Excerpts reprinted from "Cleveland Plain Dealer")

SHOES vs. SUGAR.

Canada.—Torpedoed-ship survivors, arriving at an eastern port, told of chewing the tops of their shoes and allowing each man to wet his lips four times a day with dwindling water supplies during 41 days adrift on the Atlantic.

Cleveland.—A businessman complained to the management of a cafeteria that it was not allowing enough sugar and implied that the rationing was a Government racket.

WAR vs. PLEASURE.

Voronezh.—The wife of Joseph Petronova burned a farm which had been in the family for five generations, poisoned the well and, with her children, became a wanderer in desolate Russia to carry out Premier Stalin's "scorched-earth" command.

New England.—Vacationland operators attacked Fuel Administrator Ickes' gasoline rationing on the ground that Americans were being deprived of recreation.

DUTY vs. STRIKES.

Midway.—Maj. Lofton R. Henderson dived his plane down the smokestack of a Japanese carrier in the Battle of Midway.

Detroit.—Pacific flying heroes, carrying an appeal to American industry for increased production, found one of the plants on their itinerary closed by a strike.

Protection Schools

(Continued from page 1)

recently modified to include teaching techniques, along with technical knowledge. The emphasis in recruiting students for the schools was shifted away from purely technical experts, such as safety engineers, firemen, and police, to recognize the all-around community leader type.

In most cases, the local defense council pays the way of the representative it sends to take the official instruction. As there is no tuition charge, expenses average only about $25 per student for room and board, plus transportation costs. Applications for admittance should be forwarded to State defense council directors.

Here are the locations of the schools: University of Maryland, College Park; University of Florida, Gainesville; University of Washington, Seattle, Wash.; Stanford University, Palo Alto, Calif., alternating with Occidental College, Los Angeles; Texas A. & M. College, College Station; Amherst College, Amherst, Mass.; Purdue University, West Lafayette, Ind. Opening dates of sessions are as follows: August 9, 23; September 6, 20; October 4, 18; November 1, 15, 29; December 13, 27.

What Your Councils are Doing

The establishment of voluntary fair-rent committees by defense areas which do not already have Federally established rent ceilings has been urged by the CALIFORNIA Council of Defense. In a council bulletin, Executive Director Kenneth R. Hammaker suggests that fair-rent committees, appointed by the defense council or the mayor, be genuinely representative of the community and include a consumers' representative. Function of the committees is to hold hearings on complaints and impartially mediate landlord-tenant controversies. The publicity given the hearings brings the force of public opinion to the support of fair decisions.

Victory Gardens are going to town in the Middle West, according to the Sixth Regional Headquarters. The Chicago metropolitan area alone has approximately 100,000 Victory Gardens. Illinois estimates 600,000 Victory Gardens; Wisconsin, 175,000, and Michigan, 100,000—in cities alone.

The NEW JERSEY State Defense Council is working with the State Department of Education on plans for an accredited high-school course in civilian defense. It is hoped that instruction of high-school students will arouse parents' interest as well, and disseminate civilian-defense information widely.

Mock court trials will be given evenings in city parks and playgrounds as part of MIDDLETOWN, OHIO'S civilian-defense program, to show by practical demonstration why it is important to protect American liberty, and to draw a contrast between our laws and the Nazis'. Under the direction of Common Pleas Judge Fred B. Cramer, the responsibility of courts to prevent persecution of citizens and to safeguard individual liberty will be emphasized.

Two day nurseries will be opened in BUFFALO, N. Y., for children between 3½ and 12 years of age, whose mothers work in war industries. Mothers are now registering their children at neighborhood houses. A nominal fee will be charged. OCD volunteers are being trained to assist in the nurseries by the Council of Social Agencies.

Farm Labor Shortage

The MICHIGAN Council of Defense is cooperating with the U. S. Employment Service and Department of Agriculture War Boards in recruiting an army of pickers to handle bumper fruit crops. Governor Van Wagoner issued a statement calling specific attention to the critical farm-labor shortage in cherry-growing counties. He announced that the State council had telegraphed all county councils to canvass by telephone people willing to spend a working vacation with good pay in the cherry region. Potential agricultural help will register either at U. S. Employment Offices or at volunteer offices, which will forward their names to the Employment Service.

Several hundred union members of MUNCIE, IND., have volunteered to spend their vacations harvesting farm crops, under a plan sponsored by labor members of the Agricultural Advisory Committee of the Defense Council. The plan is supported nationally by the AFL, CIO, Railroad Brotherhoods, and the Farmers' Union.

Before price ceilings went into effect, last April and May, 46 volunteers of the Consumer Interest Committee of the Washington, D. C., Defense Council spent 15 minutes a week checking prices of specific items at neighborhood grocery stores. Two hours of training was found sufficient to qualify volunteers for this type of price-checking. In June and July, after the price-control law went into effect, the volunteers checked compliance with ceilings, investigated price rises in "uncontrolled" items and helped to teach consumers the value of grade labeling. The project was outlined with the assistance of the Department of Agriculture, the Cost of Living Division of the Labor Department, and OPA.

The purchase of one 25-cent War Saving Stamp admits citizens of DALLAS, TEX., to Sunday evening musical programs sponsored by the Office of Civilian Defense, Internal Revenue Department, and Committee on Wartime Entertainment. The music is provided by WPA'S War Service Division, which also provides music for defense training school graduation exercises, defense housing projects concerts, and USO functions.

If disaster comes to BALTIMORE, the Department of Public Welfare will provide emergency services according to a plan worked out with other agencies and the MARYLAND Defense Council. The city's 250,000 homes and churches, public buildings, and hotels are being surveyed to plan shelter for people left homeless; and each civilian defense district is being provided with emergency centers equipped to offer citizens advice, to make cash grants up to $50 for immediate needs, to furnish legal aid.

Rubber.

When the all-out rubber drive was announced, the FLORIDA State Defense Council dispatched telegrams to the chairmen of the 77 defense council salvage committees. The salvage committees used every available means to broadcast the need for scrap rubber to the public. Filling stations were provided with scales, local organizations were enlisted, plans for house-to-house canvasses were made, and every county was given a quota. Each county war board, Boy Scout executive, and Elks Club in the State received a telegraphic request to participate.

And in MICHIGAN, every lake, river, and pond in Claire County is being combed for old rubber since James A. Clute, in charge of salvage, discovered a ton and a half of rubber in Budd Lake. In HILLSDALE, a "Rubber Ball" was held for which the price of admission was scrap rubber. MASON telephone operators phoned each subscriber a message on the rubber drive.

Quotes

"When the peace comes, remembering Pearl Harbor will mean remembering the tubercular-ridden, under-fed fanatics of Japan, bred by cruelly unjust social relationships. It will mean seeing to it that more equality of opportunity exists in America. It will mean making certain that the people in every country will be allowed to provide for their own livelihood. It will mean permitting these people to set up forms of government that will render fascism and its consequences impossible. Then, not only in war but in peace, will we Remember Pearl Harbor!" *From the best seller, "Remember Pearl Harbor," by Blake Clarke, member of the editorial staff of OCD.*

"If you come from an Irish-American family, you may think of the English as persecutors of the Irish, or you may think of them as enemy Redcoats who fought against us in the American Revolution and the War of 1812. But there is no time today to fight old wars over again or bring up old grievances. We don't worry about which side our grandfathers fought on in the Civil War, because it doesn't mean anything now."—*A Short Guide to Great Britain, War Department booklet for soldiers bound for northern Ireland and England, quoted from PM.*

"We have always had and always will have men ready to fight, men who may pay as our fathers paid for the things we love. We thank our Creator for His great gifts to our Nation: Liberty and fighting hearts."—*June 15, "Midpacifican," newspaper of United States soldiers in Hawaii.*

"Inmate Joe Doakes is sore at the world because a letter mailed Monday didn't get to him until Friday.

"Mrs. Smith of the outside world is tragically concerned because sugar rationing prevents her from entertaining as per usual.

"These are peacetime peeves and they sound a little incongruous in time of war. Especially at a time when seamen are drowning by the hundreds in the Caribbean and Atlantic, when thousands upon thousands of Americans suffer in Japanese concentration camps, when a whole generation of our countrymen rise each morning to man fighting planes and fighting ships in the Orient, in Australia, in Africa, India, and Europe, and have no way at all of being sure that they will be alive at sunset.

"Take another look at what you call *your troubles!*"—*The Atlantian, June–July, magazine of inmates of United States Penitentiary, Atlanta, Ga.*

"The American people, like the British people, * * * believe quite literally that this is a people's war, not a soldier's war alone, and have little patience with those who speak and think of it solely in terms of maneuvers, weapons, and campaigns, vital as these things are."—*Archibald MacLeish, Librarian of Congress, and assistant director of Office of War Information, at Cambridge University, England, July 30.*

Practice Incendiaries Are Still Available

Practice incendiary bombs may still be obtained by authorized persons for demonstration purposes, according to the Chief of Chemical Warfare Service of the War Department. This announcement was made clear by publication of procedure for obtaining the bombs, which theretofore had been uncertain under the War Production Board General Limitation Order L–115.

A prospective purchaser of incendiaries must first obtain an Explosives Purchaser's license from the Bureau of Mines. Then he must make out triplicates of "Application for Authorization for Purchase of Practice Incendiary Units under War Production Board General Limitation Order L–115," obtainable from the Office, Chief of Chemical Warfare Service, Washington, D. C. Each must be certified by the local Office of Civilian Defense property officer, mayor, or city manager and attached to a statement from either the local chief of police or fire chief that the demonstration will be properly supervised.

Applications are next forwarded to the Training Section of the Protection Branch of Office of Civilian Defense in Washington. They are then sent to the Chemical Warfare Service, which returns applications, approved or rejected, to applicants. If approved, applications may then be forwarded to the manufacturer for the order.

How to Handle Crowds in a Raid

Although large assemblies of people, such as baseball or football crowds, would normally be prohibited from gathering if air raids are momentarily expected, instructions were recently released by OCD for handling such out-of-door groups in case they are assembled when an air raid comes. Crowds witnessing athletic events for amusement are not natural targets for enemy attacks, it was pointed out. It was recommended that the crowd remain assembled, rather than risk the panic that might accompany dispersal.

The approved precautionary measures, briefly, are: (1) Keep the people interested by continuing the program, or, if advisable, encourage mass singing. (2) Do not try to move even part of the group to shelter. (3) Explain on the public-address system that it is safest to remain quietly in place. (4) At night events, lights should be turned out—an additional reason for not dispersing the people. (5) Train ushers to act as wardens, particularly to deal promptly and effectively with any hysterical persons. (6) Request physicians and nurses in the crowd to report to the first-aid headquarters.

Reports have been received from six OCD "Plant Protection" schools operating during July. Attendance at the schools varied from 50 to 400 factory officials, who learned how to set up air raid safety organizations within their plants. The instruction was given at the following cities: San Antonio and Fort Worth, Tex.; San Francisco, Calif.; Milwaukee, Wis.; Toledo, Ohio; and New York City.

U. S. GOVERNMENT PRINTING OFFICE 477446

No. 16

OCD NEWS LETTER

JULY 20, 1942
WASHINGTON, D. C.

Published by the U. S. OFFICE OF CIVILIAN DEFENSE

V Homes Launched!

AMERICA'S HOMES are enlisting!

To determine the extent in which the country's homes are participating in the total war offensive and making necessary air raid precautions, a house-to-house survey under OCD guidance has just been launched.

Local defense officials are now empowered to award a "V Home" certificate to any home which has made necessary air raid precautions and which asserts that it has participated in practical measures strengthening the war effort such as conservation, salvage, refusal to spread malicious rumors, and regular purchases of War Savings Stamps and Bonds. Designed as a window sticker for display purposes, the "V Home" certificate will be signed by the air raid warden or other appropriate local defense official and be available in about a month.

Simultaneously, protective measures for business establishments in strategic areas are being checked. This survey will include hotels, large apartment buildings, stores, shops, factories, and office buildings. An official certificate for approved business establishments—which also may be used as a window sticker—will attest that "Air Raid Precautions Have Been Taken Here."

"The purpose of this program," Director Landis declared, "is to make sure that all homes and all business establishments for which civilians are responsible in strategic areas have made the proper precautionary arrangements for an air raid, and that American homes everywhere are fully and actively enrolled in constructive war work. For nearly a year now, the Office of Civilian Defense and the various State and local Defense Councils have been instructing people at home and in business and industry in the proper methods of preparing themselves so that raids, when and if they do come, will cause a minimum of damage, distress, and confusion. It is now time to find out how well those lessons have been learned—how thoroughly they have been put into operation."

To qualify, a person must demonstrate that his home meets the essential protective requirements as to blackout, provision of a shelter room, and fire-fighting equipment as deemed necessary locally. The other requirements for the "V Home" certificate will be satisfied by the word of the householder that he is actually living up to them. Inspection of all property will be subject to the consent of the owner or occupant.



This Is a V Home!

We in this home are fighting. We know this war will be easy to lose and hard to win. We mean to win it. Therefore we solemnly pledge all our energies and all our resources to the fight for freedom and against fascism. We serve notice to all that we are personally carrying the fight to the enemy, in these ways:

I. This home *follows the instructions of its air raid warden*, in order to protect itself against attack by air.

II. This home *conserves* food, clothing, transportation, and health, in order to hasten an unceasing flow of war materials to our men at the front.

III. This home *salvages* essential materials, in order that they may be converted to immediate war uses.

IV. This home *refuses to spread* rumors designed to divide our nation.

V. This home *buys* War Savings Stamps and Bonds *regularly*.

We are doing these things because we know we must *to Win This War*.

Heroes

Provincetown, Mass.—

On a mid-June night as the fog kissed the God-fearing New England shore, an auxiliary policeman on dim-out duty heard the rumble of thunder. Immediately he phoned the Coast Guard station and a plane soon zoomed out to sea.

By morning the fog was in and so were a boatload of shivering survivors of a torpedoed ship. Instantly, organized Civilian Defense sprang into action in a 32-hour unbroken stretch of duty. First aiders bandaged injured seamen, air-raid wardens detoured main-street traffic and canteen workers served 500 meals, 1,000 cups of coffee, 250 sandwiches. Blankets yanked from village beds were wrapped around the soaked seamen. Dry clothes, warm beds awaited them. Doctors and nurses speedily took them in hand. Snoopers were barred. Cigarettes, candy and magazines were contributed. One shipwrecked Spanish-speaking sailor, whose worldly possessions had gone down into Davy Jones' locker, scorned food until assured that it was free. Next morning the merchant seamen were whisked away. Once again, even as in Revolutionary days, a New England Committee on Public Safety had served its country in a night of stress.

To commemorate this speedy, faultless mobilization, in this honest-to-goodness test, Director James M. Landis presented an embossed, beribboned scroll to the Cape Cod town—the first to be awarded by the OCD.

Los Angeles, Cal.—

While faithfully performing his air-raid warden duties, John Homer Arnold was killed by a hit and run driver.

In extending his sympathy to the deceased's family, Director Landis observed, "This unfortunate occurrence is symbolic of the spirit which characterizes those thousands of Americans who serve in the Civilian Defense forces throughout the nation. Civilian Defense is a serious business—it demands courage, loyalty, intelligence and a will to win the war. That one man has died in this service points up its serious meaning. That this man has given his life in this way should cause others to rededicate themselves in the work. Mr. Arnold died a patriot's death—a soldier on the battlefield can do no more."

Washington, D. C.—

In a pouring rain, John Eugene Eklund, a notorious murder suspect, escaped from two U. S. deputy marshals. Immediately began one of the greatest manhunts in Washington history with the police of neighborhood Atlantic seaboard States enlisted.

Carl E. Goetzinger, an alert 36-year old Washington auxiliary policeman, noticed a suspicious looking character. Goetzinger questioned him and with a regular policeman, took him into custody. Result: within 38 hours of his dramatic escape, a dangerous criminal is again behind bars.

CAP Wing Tips

Scene: Senate Committee on Appropriations

Senator Bankhead: What has been the result of establishing these bases off the coast of Florida?

Mr. Landis: We have been credited with saving at least twenty-five merchant vessels as a result of crash dives on approaching submarines. We have picked up something over 250 suvivors, that is, located them. Then, I cannot recall how many times we have called Army or Navy assistance after locating a submarine, to bring the striking power to the submarine.

Senator Bankhead: How many planes on an average do you have at a base?

Mr. Landis: Between 18 and 25, with probably 75 men. The average number of miles we fly on the patrol alone every week is about a half a million miles.

Senator Hayden: This courier service you are going to furnish to the Army. Does that relieve the Army planes and permit them to be used for more important purposes?

Mr. Landis: Yes. What we do there is we fly from one depot to another and thus save the time of Army planes and Army fliers. It is a less costly service, because the cost of operating these small planes is very small as compared to the cost of operating larger planes.

Senator Bankhead: This is a splendid volunteer service. It is magnificent.

To carry war production supplies and personnel between war plants and their subcontractors, the New York Wing formed a First Courier Command with planes and pilots standing by from dawn to dusk at the Aviation Country Club, HICKSVILLE, LONG ISLAND. Within 10 minutes of a request, a plane takes off. Key men have been flown to iron out production problems. Urgently needed parts have been rushed by CAP to prevent a production bottleneck. It is planned to start a similar service for plants in other Eastern areas.

Hugest congregation of CAP planes yet was staged by the Michigan Wing at Brook Field, MARSHALL, MICH., with a total of 303 aircraft and 785 uniformed members.

During a recent flood on the Missouri River covering hundreds of thousands of acres and marooning numerous farm families, the MISSOURI WING sprang into action. Working with State coast guard and State highway patrol, CAP members, with their two-way radios, located washouts on rail lines, and livestock in need of rescue.

Squadron 5111, CINCINNATI, is going into camp with the State Guard. Members still bring their own planes, live in tents, post their own guards, and serve as an aerial unit with the ground forces.

CAP members will now have new rank insignia! Heretofore officers could not be differentiated from ordinary members unless it was by a small sleeve insignia identifying Wing, Group, Squadron Commander, Staff and Flight leaders. Now that shoulder rank insignia has been approved, CAP will soon have majors, captains, lieutenants and sergeants.

In an effort to tie the Squadrons closer together, CAP units increasingly are getting out their own news bulletins.

What Your Councils are Doing

Mexico's President Camacho has approved a civilian defense structure similar to ours. Already Mexican border towns are staging practice drills. U. S. officers are aiding Mexican Army personnel in instituting defense measures in their border states. U. S. civilian defense publications are now being translated. R. E. Smith, director of OCD REGION 8 observed that "a friendship being built up by cooperation during this emergency will have a deep effect on relations after the war."

To conserve gas and rubber, an "exchange job" program has been launched by the DUQUESNE, PA., Defense Council and those of adjoining towns. Workers employed in the Duquesne, Clairton, and Homestead steel mills will be asked to exchange their jobs for similar ones in plants near their homes, or to move closer to their place of employment.

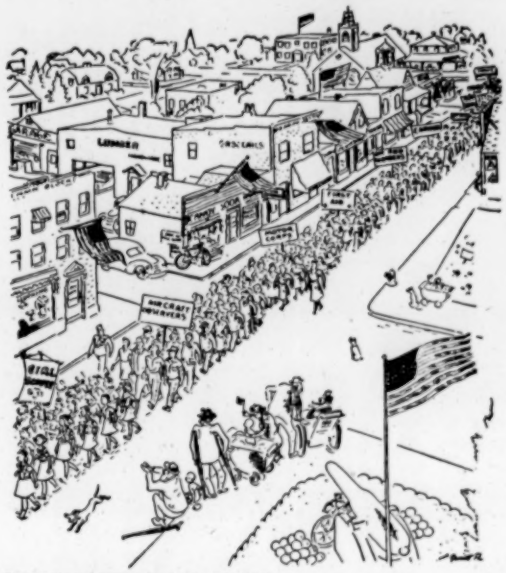
Window displays tell the story of good nutrition to GREENWOOD, S. C., residents. In window space donated by 16 local merchants, nutrition course graduates have prepared exhibits showing consumers how to buy according to standard grades, the importance of nutrition to teeth, why school lunches make happy children, food superstitions, soybeans the wonder plant, what the soldier has been fed in each of America's wars, and Seven Dwarfs and how they helped Snow White (a display of sugar substitutes). The exhibit is sponsored by the OCD, Nutrition Committee, Health Department, Red Cross, Council of Farm Women, Boy and Girl Scouts, 4-H Councils, Future Farmers, and Extension Service.

To protect prospective defense workers against wasting their time and money at racketeering training schools, the CALIFORNIA State Defense Council is urging them to check with the U. S. Employment Service on what kind of jobs are open and what local schools give efficient training courses before enrolling.

Other towns may call them "block wardens" or "welfare wardens," but in PLAQUEMINE, LA., they are plain "blockheads!" And it is an honored title. The Women's Division of the Defense Council (under Mrs. J. L. Hortenstine) has appointed a woman in each block to take complete responsibility for defense activities in her block.

Victory Gardens

NEBRASKA has nearly 100,000 families enrolled in its Victory Garden program. MICHIGAN'S registered number approaches 150,000. ILLINOIS reports more than 600,000—four times as many as last year. Active Victory Garden Committees in Illinois and Michigan distributed thousands of gardeners' manuals and growing charts. Local Victory Garden chairmen in Illinois organized demonstrations to show amateur gardeners how to meet common hazards, and hold Victory Garden shows for Army and Navy relief funds. The Michigan Victory Garden Committee issues regular radio releases giving gardeners seasonable information.



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The $100,000 contributed by the Central Labor Union (AFL) to the WASHINGTON, D. C., Defense Council has been used to convert 11 police radio scout cars and equip them for use as ambulances, and to purchase 40,000 air raid warden and auxiliary police hats, 1,500 rubber boots, and 2,000 metal air raid signs. Union President John Locher reports that the fund is growing rapidly as union members pledge one day's pay for civilian defense.

When WPB's salvage agents arrived in PENNSYLVANIA, the Council of Defense staged a meeting of all local salvage chairmen, and another of several hundred scrap dealers, to whom the WPB representatives presented their program.

Seven thousand "Minute Women," Hunter College students, have been organized to carry out war tasks in their NEW YORK CITY neighborhoods, under a system originated by Dr. George N. Shuster, president of the college, as a permanent scheme to encourage students to take part in civic affairs. Students are listed in each air raid warden headquarters and are available for any calls received through volunteer offices. For their first job they called on parents and brought children to health centers for a mass inoculation against smallpox and diphtheria. Many have been called upon to act as interpreters for draft and ration boards.

Learn the improved fire-bomb method!

Quotes

● "I am an air raid warden. My country, my State, and my community have given me many pleasant and fruitful years and now in time of trouble I feel that it is my duty to do my part in the work assigned to me in helping to reduce to a minimum any harm that may come from without or within. I know the meaning of the word 'Warden' and all that it stands for. Warden means Guardian. Guardian of my neighbor's life, property, and manner of living and actions, particularly in time of disaster . . . I believe in the 'Freedom and Equality of America.' I have learned and remember that Lieutenant Colin Kelly was a Catholic, and that his bombardier who sank the Japanese battleship 'Haruna' was a Jew. I have learned and remember that Chrispus Attucks, the first man killed in the American Revolution at Boston, was a colored man, and that General MacArthur is a Protestant Episcopalian. All loyal, patriotic Americans, regardless of creed or color."—*Leaflet published by Detroit Metropolitan Area, OCD.*

● "Woo-pitchers, picknickers, bathers, and plain citizens accustomed to being out at night for a breath of air or a glimpse of the stars must confine their nocturnal peregrinations to inland areas and not go near the water."—*Floyd D. Houston, Suffolk County (N. Y.) Director of Civil Protection.*

● "But, if I'm too old to sight and drop a stick of bombs, I'm not too old to lay my money on the line for war savings stamps and bonds! Maybe I am too stiff and slow to fly, but I've got control enough to keep my car speed under 40 . . . so they can keep their fighting planes above 400! And if I can't march thirty miles a day with a full pack, I can walk two miles to work and back to help save gas and rubber! . . . I've come around to thinking that here at home we've got the job of passing the ammunition along, of sacrificing little things, of giving up and going without, of looking ahead to 'less' instead of 'more.' Somebody's got to do the necessary, undramatic things . . . and I guess that's what older men are for."—*Advertisement of United States Rubber Company.*

● "The other day we ran into a strange animal. It was a block captain who didn't believe in civilian defense. His reasoning went something like this: 'I can't see why we're building up such a tremendous civilian defense organization; Chicago can't be bombed. There's no point to having air raid wardens and fire wardens in every block and making extensive plans for blackouts. All those other things—victory gardens, conservation, and salvage campaigns are unnecessary. And parades are a waste of time.' . . . Such talk contradicts every opinion of our military leaders. It is strangely reminiscent of those who not so long ago said the Maginot Line was impregnable, that Singapore could not be taken, that a 'Pearl Harbor' was impossible. It's the kind of talk that completely forgets the bombings of London, the Nazi siege of Moscow, the five-year struggle in China, and the mighty fine job the home front fighters in each of these countries are doing in helping to beat down the invader and to minimize the suffering. . . . If this fellow wasn't a friend of ours, we'd say he belongs to those circles which want to see us lose this war. But we know him better. We'd say he wasn't thinking and didn't know what this war was all about. We'd say he didn't know what civilian defense was all about. Maybe there are a few others like him around. If so, we've all got a job of education to do. We can't have a single CD worker who isn't functioning on all cylinders."—*Chicago Civilian Defense "Alert," July 7, 1942.*

● "I am writing this to Casanova who deplores the conduct of air raid wardens. In the first place, we should not conduct ourselves in such a manner during a blackout that it is necessary for a warden to holler or blow his whistle. We all know beforehand that a blackout is to take place and what we should do at such a time.

It isn't easy for men and women who work all day to have to patrol at night to keep the ones who are comfortably sitting at home from disobeying the rules.

My advice is not to make it necessary for a warden to whistle or holler."—*Letter to Washington Post.*

● "Every town in America should have a Defense Council to help give an answer to the question most frequently asked in America, today, What can I do to help win the war? A properly organized Defense Council should be a coordinating center of all community war activities."—*Mary Dublin at Boston, Mass., June 15, 1942.*

Nurses' Aides Wanted!

Merely one quarter of the 100,000 Nurses' Aides required in this country have been enrolled, according to June reports. The Civilian Mobilization Branch requested that state and local mobilization efforts be enlisted to assist the Emergency Medical Service and volunteer offices in stepping up enrollment.

Two successful recruiting drives were recently held. New York City with a Nurses' Aide quota of 10,000 and an enrollment of about 2,100, started a campaign on April 6 which more than doubled the enrollment in one month. A publicity chairman loaned by the United Hospital Fund, and CDVO promotion facilities were utilized to push Nurses' Aide Victory Week which featured a military band, window displays, a parade, enrollment booths in department stores, ceremonies in churches and synagogues and an address by the Mayor. Red Cross interviewers were stationed at each borough volunteer office to assign volunteers to training classes immediately.

California staged a Nurses' Aide Week June 1 to 7, featuring coast-wide radio broadcasts with Hollywood stars.

The War Department Civilian Protection School now being conducted at Stanford University, Palo Alto, Calif., will move to Occidental College in Los Angeles for two 10-day sessions during August. The first class will register August 2; the second August 12. Complete cost of the course, including room and board on the campus, will be $28.50 per student. It is hoped that more community leaders from the southern section of the Ninth Civilian Defense Region will be able to attend these official civilian protection courses in Los Angeles.

U. S. GOVERNMENT PRINTING OFFICE: 1942

No. 15

OCD NEWS LETTER

JULY 10, 1942
WASHINGTON, D. C.

Published by the U. S. OFFICE OF CIVILIAN DEFENSE

Enemy Air Raid Tests C. D. Force

Civilian Defense has met its first real test!

During the recent attack on Dutch Harbor, a Civilian Defense organization was summoned to participate in an actual bombing raid, according to a report received by Director Landis from Mayor John W. Fletcher, of Unalaska, Aleutian Islands.

Mayor Fletcher revealed that the 85 white men and natives of his air raid warden service deliberately exposed themselves, standing in the open throughout the bombing and antiaircraft fire, to spot possible incendiary bombs. No hysteria prevailed. Civilian Defense workers "carried out their instructions to the letter."

"We were ready, with back-pack pumps, shovels, and sand, but no incendiaries were dropped," reported Mayor Fletcher. "The pump tanks had arrived just a few days before. . . . Both civilians and soldiers began digging shelters—we call them dugouts—months in advance of the Dutch Harbor raid. We had collective dugouts, covered with planting and camouflaged with sod, and shallow L-shaped trenches for one person. In one of these a person could lie crosswise from whatever direction in which planes might come, giving protection against strafing.

"We had assigned five men to each four hours, as fire watchers, wardens, and fire fighters. Each man had his special duties, his special area to cover, and had been trained to fight incendiary bombs. Many also had first-aid training.

"No one in Unalaska was killed or injured in the raid. During the attack the military authorities suggested the women and children (about 125 persons) would be safer in a nearby valley than in the dugouts.

"I was surprised at the way my town took the raid. Naturally, some people were aware how grave the situation was, as anyone would be with death at his door any possible minute. The men went about their appointed jobs, and women and children went quietly to the places of safety where we conveyed them. When I returned from the final trip to the valley I found every fire warden and every fire fighter at his appointed post. They worked calmly during and after the attack.

"My advice to the civilian population of the coast, and to the Defense Corps Volunteers, is this—**get on the alert.**"

U. S. Grant 3d Succeeds Gasser

Brig. Gen. Ulysses S. Grant 3d, grandson of the 18th President of the United States, has been appointed Chief of the Protection Branch of the Office of Civilian Defense, effective July 1, 1942. General Grant succeeds Maj. Gen. Lorenzo D. Gasser, who has been reassigned to the Army staff of Service and Supplies by the Secretary of War.

Born on July 4, 1881, General Grant is the third Grant in direct succession to achieve the rank of general officer in the United States Army. A classmate of Douglas MacArthur, General Grant was graduated from West Point in 1903 and the United States Engineer School 5 years later. General Grant served in Cuba, the Philippines, and Mexico, and was a member of the Supreme War Council at Versailles in 1918–19. In addition to receiving the Distinguished Service Medal, he has been decorated by five foreign countries. When appointed to the OCD, General Grant was commanding the Engineer Replacement Training Center at Fort Leonard Wood, Mo.

General Grant has had much practical experience in working with civilians. Between 1926 and 1933, he was Director of Public Buildings and Parks of the National Capital. The Arlington Memorial Bridge was constructed under his supervision.

*

Last week General Gasser was appointed a member of the Army Court now trying the eight saboteurs who landed on the Atlantic coast from Nazi submarines. OCD Director James M. Landis wrote General Gasser:

"It would be impossible for me to see you leave without expressing the sentiments I strongly feel as to the role you have played in the building up of the system of civilian protection as a Nation-wide organization for action."

CAP Wing Tips

Most promising project on the CAP agenda is the experimental courier service to carry essential merchandise and personnel between war industry plants and their subcontractors in regular scheduled flights. Amazing initiative and imagination of local Unit Commanders is already manifesting itself. Watch for details!

CLEVELAND *will soon have a ladybird squadron of 70 women members.*

The Red Cross may get wings! Currently a proposal is under consideration to have the CAP serve as the air arm of this agency with advance planning in each community. Already the CAP has aided in disaster relief both in flood and tornado areas.

Pigeons and people! The NEVADA *Wing recently experimented in releasing carrier pigeons from airplanes. They all returned promptly to their base 10 miles away without injury. Additional experiments are being made in transporting pigeons on horseback for use of the Mounted Command.*

During a DENVER flood, the Colorado Wing located washed-out bridges, impassable highways, and marooned individuals. COLORADO SPRINGS members dropped food and supplies to four people imprisoned in a Pike's Peak snowstorm. The PUEBLO unit had to be content with helping the State Police locate the car of an escaped murderer!

Squadron 722-4, DAVENPORT, IOWA, *can now reach its 101 members within 20 minutes during an emergency.* SIOUX CITY, IOWA, *lads warned that the river was rising by painting "Flood" in heavy letters with whitewash on their planes and flying over the countryside.*

NORTH CAROLINA donated 10 two-way radios to the CAP Wing for use during floods, fires, and other emergencies. . . . The aviation branch of the Texas Defense Guard, numbering 211 officers, 544 enlisted men, and 350 planes, has merged with the TEXAS Wing of the CAP. . . . COLORADO's Forestry Division has furnished parachutes and radio equipment to fight incendiary fires during the dry season.

The heaviest rainstorm in 20 years did not catch Group 822, BLACKWELL, OKLA., *napping. Flights were made to survey rising water and spot washed-out bridges. Radio reports were relayed through Station WBBZ, Ponca City. Non-flying CAP members assisted in policing evacuated areas and aiding in rescue work. Gas lines were watched for breaks. Defense workers cut off from their jobs in Wichita were flown to work.*

Group 511 will soon participate in a 15-minute CAP round table discussion over Station OKRC, Cincinnati.

Hailed enthusiastically by local Defense Councils, the new victory siren recently completed a Southern tour. Under the most adverse conditions, it was heard over areas ranging from 3 square miles in business sections to 9 square miles in residential districts. Composed of 85.9 percent cast iron and merely 0.2 percent zinc die casting, it effects the maximum economy of critical materials.

Grease Into Glycerin

★

A drive to save the 2,000,000 pounds of kitchen fats that housewives have thrown out each year is now under way. Kitchen fats make glycerin and glycerin makes explosives. Two pounds of kitchen fat make enough glycerin to fire five antitank shells.

Housewives should save pan drippings, broiler drippings, and deep fats. These waste fats should be poured into spotlessly clean, wide-mouth metal containers. When 1 pound has been collected, the housewife should take it to her meat dealer who will pay her the price he receives from the processor, less 1 cent handling charge.

No returned fats will be used as foods.

Motor Transport Plan Launched with ODT

To facilitate the movement of troops and civilians in event of emergency, the OCD and the Office of Defense Transportation are cooperating in a plan for the organization of motor transport units in various parts of the country.

ODT has sent letters to large transportation companies explaining the plan's purposes. Each letter was accompanied by an application blank and tables of organization for use of companies desiring to participate.

Every unit would consist of 24 trucks or busses capable of transporting 40 passengers each. Depending on local conditions, each unit also may include a five-passenger automobile, a service truck, a tank truck, and a light pick-up truck.

Compensation Bill

Title I, Senate Bill 2412, introduced by Senator Pepper, of Florida, provided for compensation for injury or death sustained by civilian defense workers. Before passage by the Senate, Title I was stricken from it but was immediately embodied in a new bill (S. 2620) by Senator Pepper and referred to the Senate Finance Committee. The civilian defense workers covered by the bill are the members of and trainees for the United States Citizens Defense Corps, members of the Civil Air Patrol, and the Aircraft Warning Service.

Director Landis, recommending enactment of the bill, stated that civilian defense workers who voluntarily perform hazardous services should be entitled to compensation benefits in the event of death or serious injury incurred in the performance of duty; and that such benefits should be provided by the Federal Government rather than by States.

What Your Councils are Doing

All local USO committees should be drawn into Civilian Defense Council recreation committees, and all volunteers for USO projects recruited through volunteer offices, in REGION 2, according to an agreement reached by Ray Johns, USO Director of Field Operations, and Mrs. Pauline Lord, OCD Assistant Regional Director.

To relieve the housing shortage, the NEW YORK STATE *War Council is launching a "War Guest" campaign, urging families in crowded areas to take roomers. Division of Housing Chairman Edward Weinfeld announced the campaign as part of a three-part program which will also promote construction of temporary housing for single men and women, and permanent homes in communities anticipating long-term population increases.*

Ready to respond to any request from the Defense Council, a "Neighbors Service Corps"—composed of neighborhood leaders—is now being established by the OKLAHOMA City-County Defense Committee. Chairmen appointed for each air raid warden district will in turn appoint subdistrict chairmen to direct unit leaders for each four- to six-block area. Unit leaders will be recruited by the placement committee of the volunteer office from registered volunteers.

Every Sunday all NEBRASKA *radio stations hook up for a 15-minute civilian defense broadcast, reports Harvey W. Wertz, Region 7 information director. Much credit for the arrangement is due Don Searle, of stations KOIL and KSAB. The first broadcast, a report on "Nebraska at War," will be succeeded by programs on war bond sales, price control, recruiting for the armed services, etc.*

In less than 3 hours, 240 families were evacuated from flood-threatened homes by alert civilian defense workers of ALLENTOWN, PA. Volunteers manned brewery trucks to move families and furniture. Cots made by school boys were set up. Meals for the evacuated families were furnished by a church, clothing by the Salvation Army, and shelter by the Red Cross. Auxiliary firemen and police helped clean up the debris when the flood receded.

In each IDAHO *county "Soldier Recognition Committees" are being organized. Jess Hawley, State Civilian Defense Chairman, stated that farewell ceremonies would be staged for draftees, letters and presents would be sent them, and honor rolls maintained.*

Since the inauguration of a new plan, collection of salvage has doubled in ALEXANDRIA and RAPIDES PARISH, LA. Notices enclosed with electricity bills, and newspaper and radio announcements remind citizens to collect their salvage and leave it next to their garbage cans. Trucks with separate salvage compartments deliver it to the city dump for sorting and sale. A special committee urges local manufacturers to install bins throughout their plants for the constant accumulation of scrap metal. Farmers bring scrap to cotton gins where it is collected by scrap dealers regularly, under the rural salvage program on which the USDA War Board collaborates with the parish salvage committee.



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"I don't care WHAT you're studying, turn out that light."

Children in 30 ILLINOIS *counties are in crime danger zones, the Committee on Youth and Welfare, under Mendota's Judge B. Harry Reck, reported to the State Council of Defense. To combat this danger, the committee is organizing Youth Councils whose volunteer members will plan education and recreation programs for young people, and act as "sponsors" for potential delinquents. The younger boys who stayed at home, rather than soldiers, were responsible for the crime wave that followed World War I, Committee investigations discovered.*

President Roosevelt's home town, HYDE PARK, N. Y., was the first in the State to organize Neighborhood Groups to study the course on "Fighting the War at Home," outlined under the Neighborhood Group Plan of the State War Council's Office of Civilian Mobilization.

A weekly column refuting dangerous and recurrent rumors is written by William G. Gavin in the BOSTON HERALD. *Checked by an editorial board of officials and experts, 1,500 rumors have been investigated and found baseless. The enterprise has the enthusiastic endorsement of the* MASSACHUSETTS *Committee on Public Safety (Defense Council).*

To relocate those whose jobs do not require that they live in overcrowded SEATTLE, WASH., and thus release housing for war workers, the Voluntary Relocation Program of the State Defense Council has enlisted the aid of nearby county Defense Councils in making housing-vacancy surveys. Applications for relocation still number only a fraction of the requests for housing on file at the Homes Registration Office.

Quotes

● "A soldier walked into a USO Service Center recently. He didn't want a dinner, a date, a dance, a cigarette, a book, or a cup of coffee. He didn't seek a lounge in which to relax, play records, or listen to the radio. But what he did want whirled the USO into immediate action. He wanted to hold a 3-month-old baby in his arms. Why? He had one that age at home that he had never seen, and he wanted to see how it felt to have a small, soft, warm bit of humanity close to his breast. He wanted to close his eyes and make believe. The USO made good, and so did the baby they placed in his arms."—*Radio Script, Cleveland, Ohio.*

● "Much of our democracy is sunshine democracy. Men guilty of this fair-weather brotherhood may be fairly decent to the steward at their country club, but refuse to recognize him on the street. There are women in my town who will talk to the plumber when he's fixing a faucet, but won't shake hands with him at an air raid wardens' meeting."—*From article in Reader's Digest, July 1942.*

● "The New York dim-out is likely to cause many more people to be run over by automobiles at night, even though fewer cars are operating. Many of these accidents will be for a psychological reason. For years, people were accustomed to be rather careless in crossing the streets at night because they knew they could be seen by motorists. Now, it is very difficult for the motorist to see the shadowy outlines of pedestrians, but many pedestrians still do not realize this fact. Some newspaper warnings seem to me to be in order."—*Ely Culbertson, New York News, July 5, 1942.*

● "And this job of dedication is a big, tough job at which, so far, almost all of us have failed. As a nation, Americans haven't been fighting this war—not by a long shot. A comparative handful of boys and officers have been fighting bravely and eagerly. But at home the fighting hasn't even begun. Most of America is earning big money, eating well, rolling up new betting records at the horse races, dashing around the country on rubber that is absolutely irreplaceable."—*Life, July 7, 1942.*

● "Answering criticism that lights were visible in Philmont, N. Y., during a blackout the local OCD chairman declared: 'Fireflies in large and unusually exceptional sizes defeated our efforts.'"—*PM, Sunday, June 28, 1942.*

● "*Everybody* now seems to be talking about democracy. I don't understand this . . . democracy isn't like a Sunday suit to be brought out only for parades. It's something to live for and to die for. It's the kind of life a decent man leads. I hope what I am trying to say doesn't sound like flag-waving. I have always felt that flag-waving was something sacred and quiet and not to be done for any selfish motive. Democracy means that people can say what they want to. *All* the people. It means they can vote as they wish. *All* the people. It means they can worship God in any way they feel right. That means Christians and Jews and voo-doo doctors as well. It means that everyone should have a job if he will work, and an education and the right to bring his children up without fear for the future. It means that the old shall be provided for without shame to themselves or to their families. It means 'Do unto others as you would have others do unto you.' It means the prayers of the Pilgrim Fathers in a wilderness, and the Declaration of Independence, and the Constitution of the United States, and the Bill of Rights, and the Emancipation Proclamation, and the dreams of an immigrant mother for her children. (Pause.) That's what I believe in."—*From courtroom scene in the Paramount picture "The Remarkable Andrew."*

● "Even in America now—even in the South—even in Georgia—there are people who until recently saw no need of anything in civilian defense except air raid protections. Other things even seemed silly. . . . Even such sissy sounding things (to some people) as day nurseries may be as essential as materials for planes if they mean that womanpower can be added to manpower in aircraft factories. . . . There is a sound of marching in this land. And it is not the marching of soldiers. It comes from the old, lazy, undisciplined towns, from the cities where men were comfortable enough to afford the luxury of sloppy government. It comes from a people who have learned as the generals had to learn that defense is not going to win this war. They know that nothing but striking power directed in determination can win this war. And they begin to understand, in a world which has talked too much about machines, that strength is people and the sum of all the people, all the towns. They know that a sloppy defense council is almost as dangerous a business as a carelessly assembled fighter plane."—*Jonathan Daniels at Charlottesville, Va., July 8, 1942.*

Free Gas Kit!

A limited number of new war gas identification kits (simulated war gas odors) approved by the OCD for instruction purposes are now ready for distribution at no cost.

Available only to authorized war gas identification instructors, requests for these kits should be forwarded to State Directors of Civilian Defense. Only individuals certified by State Directors as actively engaged in war gas instruction are eligible to receive them.

The kits have been contributed by Fritzsche Brothers, New York City, to provide a safe, efficient means of group instruction in this phase of chemical warfare. By means of these sets, which use the cloud gas method, a larger number can probably be taught in the time it takes to teach by bottle-sniffing methods.

No requests for these kits should be sent to the national OCD office except through State Directors.

Director James M. Landis announced the appointment of Col. Augustine S. Janeway as Chief of the Training Section, Civilian Protection Division, effective July 13. Heretofore the Training and Inspection Section has been headed by Col. Adelno Gibson who will continue as Chief of the Inspection Section. Colonel Janeway will head the enlarged Training Section.

U. S. GOVERNMENT PRINTING OFFICE 472107°

No. 14

OCD NEWS LETTER

JUNE 30, 1942
WASHINGTON, D. C.

Published by the U. S. OFFICE OF CIVILIAN DEFENSE

Car-Sharing Clubs Begun

To aid the public in meeting new OPA gasoline-rationing regulations effective July 22, James M. Landis, Director of the OCD, urged the 3,000 Defense Councils in the rationed area to establish machinery for bringing automobile owners together in Car-Sharing Clubs. The new OPA regulations require membership in a Car-Sharing Club, with few exceptions, to obtain gasoline beyond that purchasable with a standard "A" rationing card.

"OCD's role is to assist the public in complying with the new regulations," Landis explained. "The rationing plan as such will be administered by the rationing boards of the OPA. We will suggest methods of forming Car-Sharing Clubs and will ask the Defense Councils in the rationed areas to provide the organization for putting the clubs into complete operation."

Government war agencies are united in stressing the importance of this campaign. Director Landis' announcement was accompanied by an open letter to all eastern motorists signed by Secretaries Stimpson, Knox, and Ickes, WPB Chairman Nelson, OPA Administrator Henderson, and Defense Transportation Director Eastman.

Local Defense Councils in every eastern community are responsible for organizing the car campaign. Among others, Councils will enlist the active support of service clubs, civic and other patriotic clubs, as well as plant and business executives, in getting their employees who live in the same neighborhood to ride to work together. Group riders may register at neighborhood centers now being set up. Though details will be left to local officials, the OCD and OPA will furnish suggestions to Defense Councils.

Application blanks for a supplemental ration may be obtained on July 9, 10, and 11, when car owners register for "A" coupon books in the public schools, but car clubs must be formed *before* the supplemental application is filed if additional gasoline is allowed on this basis. The first requirement is evidence that a car club—formed to carry four or more persons to and from work—has been organized. To show that the club is actually formed, signatures of club members are necessary on the application.

Obviously, all members of Car-Sharing Clubs need not be car owners. But when more than one member plans to use his car for transporting club members, each owner may apply for a supplemental ration; coupons will be issued according to the mileage requirements shown on the application.

OCD to Fight Forest Fires

Possible incendiary bombing by enemy planes, the danger of sabotage and normal seasonal hazards make the menace of forest fires this year the greatest the United States has ever faced. To safeguard the Nation's forests against potential fires, the Office of Civilian Defense has established a Forest Fire Fighters Service of Volunteers.

Organized and developed through State and local Defense Councils, the Forest Fire Fighters will cooperate closely with the Forest Service of the Department of Agriculture, the land-management agencies in the Department of the Interior, as well as with the established Federal and State forest-protection agencies. Members of the Forest Fire Fighters Service will be enrolled as units in Civilian Defense Auxiliary groups. Arm bands, identification cards, and automobile plates will be furnished them for identification during an emergency. Director James M. Landis has instructed the nine Regional OCD Directors to assist in organizing local units and enrolling personnel for the Forest Fire Fighters Service. State and local Defense Councils have already begun organizing local units for the Forest Fire Fighters Service. It is expected that active use of the new service will be made this summer.

The following will participate in the program: U. S. Forest Service, Indian Service, National Park Service, Grazing Service, General Land Office, Fish and Wildlife Service, State forestry departments, and private protection associations. These agencies will direct the operations of fire-fighting groups on forest lands under their respective jurisdictions and will develop training programs for enrolled volunteers.

With men entering the armed forces and war industries, Federal and State forest services are increasingly dependent upon volunteers to help control outbreaks of forest fires.

CAP Wing Tips

Michael Mitchell, a CAP navigation instructor at Phoenix, Ariz., was making a practice flight at Sky Harbor Airport. Suddenly he noticed smoke from the east. Landing immediately, he telephoned the Forest Service, whose supervisor was speedily flown over the fire. Before midnight it was extinguished. Thanks to the patrol's alertness, a potentially serious forest fire was averted.

The latest Governor to join the CAP is Homer M. Adkins of Arkansas.

To prevent the shut-down of an ordnance plant, the Chicago CAP was summoned to rush a 400-pound shipment. Patrol officials had only 30 minutes to complete arrangements to deliver on schedule, but within that period five pilots were prepared to tackle the assignment.

Ed Enderle, Communications Staff member at Columbus, Ohio, has built two medium-power signal guns able to maintain communications between points 5 miles apart during daytime and over 10 at night. Though made of such materials as a length of stove pipe, a pie plate, and a flashlight, each gun is professional-looking, with a machine-gun grip. Signals in Morse can be rapidly transmitted.

During an observance flight, Mayor Craig, Twin Falls (Idaho) commander, spied an injured man on the highway. Landing in a nearby field, he administered first aid. The patient had broken his leg in a runaway accident with his horse.

When the Cleveland Lake Erie coastline was recently swept by a huge wave, Group 511, Willoughby, Ohio, went immediately into action with the Coast Guard. Every available plane took to the air in search of boats, and wreckage. This excellent patrol work received official commendation.

To reach isolated mountain sites where planes can land, the Mounted Command of the Nevada Wing is practicing with 65 horses and 4 planes.

During the recent flood on the Ohio River, CAP members proved helpful. As water poured into the Neidenhauser Airport, CAP members moved planes and equipment to higher ground. In addition to standing a 24-hour guard over the planes, they also watched bridges at the emergency request of the State police and sheriff.

Simulated bombings with pound bags of flour is a popular CAP exercise throughout the country. Members are becoming proficient in hitting the bull's-eye.

CAP membership has now passed the 50,000 mark. Many members hail from California, Illinois, Michigan, New York, Ohio, Pennsylvania, and Texas. Upward of 30,000 of these volunteers are pilots or student pilots. Pennsylvania has 80 airports authorized to operate under wartime restrictions—more than any other State.

One of the most complete carefully executed share-the-ride plans has been launched by Cleveland CAP members in driving automobiles between their homes and flying bases. Local transportation officials have been eyeing this program enviously, according to the *Cleveland Plain Dealer.*

Councils Now Naming Price-Ration Boards

Local Defense Councils have been requested to nominate members for local War Price and Rationing Boards now being set up throughout the country. These Boards are authorized to supervise all local rationing and enforce war price controls.

Defense Councils should nominate members who are representative of the community as a whole and to avoid the selection of all members of any one Board from the same political party, sex, religious faith, economic level, or occupation. Members must be able to give 8 to 10 hours a week as uncompensated volunteers. Defense Councils have been instructed to include members from labor and, where appropriate, from agriculture; in making these selections, they should consult recognized local organizations of labor and farmers. No individual involved in the sale of commodities may serve as a member of a Price and Rationing Board in his field of interest. The number of members on each Board is determined by the population of the area served.

Where additional members of Boards are required, Defense Councils have been asked to forward their nominations to the State OPA. Appointments to local Boards are made by State OPA Directors, who designate the chairmen and have the power to remove any Board member for due cause. State OPA Directors themselves have been selected from a panel of names submitted by State Defense Councils.

Medical Memo

To cope with a possible civilian shortage of ambulances, stretcher racks and ambulance inserts have been recommended. Medium-sized panel trucks may be converted for this purpose, but stretcher racks should conform to the Army type of stretcher.

Enabling trucks to carry two tiers of stretchers, a satisfactory ambulance insert has been designed for the British-American Ambulance Corps which will authorize its manufacture without royalties. Made chiefly of wood and a small amount of semicritical iron, it is collapsible and therefore able to be conveniently stored. A diagram of it will be included in a publication on Transportation of the Wounded, soon to be distributed to State and local Defense Councils.

★

OCD's Medical Division has produced a 20-minute sound slide film showing the operation of Emergency Medical Service in the event of enemy action. Emphasizing the integration of medical activities with other protective services during air raids, the film shows, among other things, the operation of a Control Center Casualty Station and First-Aid Post as well as a Medical Supply Depot and a canteen.

Already the film has been exhibited in various parts of the country and is now ready for general distribution. Both the film and record may be obtained from Sarra, Inc., 16 East Ontario Street, Chicago, for $3.15.

What Your Councils are Doing

Is your Defense Council mentioned in this column? If not and it is doing something newsworthy, write the Editor, OCD News Letter, Room 1004, Dupont Circle Apartments, Washington, D. C.

To place volunteers where they can serve most effectively, the *Schenectady, N. Y.*, Volunteer Office sends a follow-up letter to agencies where volunteers are placed requesting information about their adaptability, tact, accuracy, initiative, interest, leadership, and need for further training.

Commissioner William Ellis has been appointed Deputy State Director in Charge of Civilian Mobilization by the *New Jersey* War Council. Simultaneously, local Councils were urged to appoint Planning and Coordinating Committees "to see that the effect of the war on the civilian population does not undermine their will and ability to produce the tools for victory." Commissioner Ellis has negotiated an arrangement with the regional office to organize model Planning and Coordinating Committees in 12 communities.

To provide recreation as well as the materials Uncle Sam needs, Chicago's "Civilian Defense Alert" suggests that the collection of salvage be organized as treasure hunts in each block.

To secure 1,000 additional farm workers for the coming wheat harvest in *Hutchinson, Kans.*, the Garden City Council plans to register every able-bodied man and woman who can volunteer to save the crops.

The Kanawha County Public Library at *Charleston, W. Va.*, has added two defense workers' communities to its bookmobile itinery.

To free themselves for war work, mothers in Inwood, N. Y., *have launched the city's first war Nursery. In return for parking her children, a mother devotes 4 hours to defense work each week.*

Wooden "rattles"—noisemakers familiar to New Year's Eve celebrants—will serve as poison-gas alarms. *Philadelphia's* Defense Council announced that it will purchase 5,000 of them.

Indians in *Okfuskee County, Okla.*, are now doing energetic civilian defense work. Every member of the county's first all-Indian first-aid class passed the final examination.

Recognition

New York City's *Defense Recreation Committee has already distributed over 1,000,000 free tickets to service men. Each donor of tickets—theater, motion picture, sports, and concert—was given an official lapel button for "Distinguished Service War Entertainment."*

The *Yakima, Wash.*, Defense Council presents a certificate of "Loyalty and Patriotism" to every business firm whose employees have registered 100 percent for civilian defense.

In conjunction with the Junior Association of Commerce, the Kent County Defense Council, *Grand Rapids, Mich.*, is distributing window stickers and season certificates to the county's 10,000 victory gardeners.

Services for Service Men

"Providing a horse for a homesick South Dakota soldier to ride Sunday mornings" is one of the services listed by the Defense Recreation Committee of Fayetteville, Tenn.

The War Service Division of the *Belknap County* Council in *New Hampshire* not only provides entertainment for soldiers stationed in the area but takes an interest in the families of local service men as well.

When the commanding Army officer stationed at *Daytona Beach, Fla.*, invited the chairman of the city's recreation committee to dinner at camp in appreciation of all the dinner invitations the committee had arranged for soldiers, the invitation had to be suddenly canceled. Reason: All the soldiers—including the cook—were invited to home-cooked dinners in town that night!

People

After taking a poll of his block, a Chicago block captain on North Albany Avenue discovered that there was enough talent in it for a dance orchestra! He checked off 18 pianists (including himself), a concert violinist who is a policeman, a Russian accordion player, a bugler, saxophonist, harmonica player, church organist, several trumpeters, and a bevy of singers. There's never a dull moment. He is planning to enlist all the talent for entertainment at block meetings.

Scene: Wilmington, N. C. *Maggie Johnson, a 73-year-old colored woman, was volunteering her services at civilian defense headquarters. "I can cook. I helped cook President Taft's dinner when he was here in 1909, and I want to do something to help win this war." She added that her biscuits were "mighty fine."*

"Hams" to Help

Two-way radio communication during air-raid emergencies has been jointly urged by the OCD and the Federal Communications Commission. A new War Emergency Radio Service providing for the use of civilian defense stations has been announced.

Amateur radio operators—"hams"—are expected to augment the services of OCD organizations throughout the country. Transmitters will use not over 25 watts input power, tending to limit the effective communicating range to about 10 miles—the longest distance ordinarily necessary for this type of service. Radio engineers and qualified repairmen should join this civilian defense communication system.

Quotes

● "Children stand up remarkably well under bombings. Many are not bothered by gun or bomb noises. Children take their cue from their surroundings, and a wee child's environment isn't greatly disturbed by air raids. A building with its roof off and no windows generally makes the child laugh, not cry. If the parents are sensible, the children won't be afraid, though, of course, it's no use pretending the war doesn't exist."—*British Civilian Defense Doctor.*

● "There exist all over the United States at this time loosely organized and mushroom-like developed local Defense Councils. Undeniably they are all doing a worthwhile job. In some, of course, high-mindedness of purpose has been a substitute for precision of thought and organization. Others have been captured by forces that seek only their self-aggrandizement. All, even the many worthwhile and forceful ones, can do a better job than they are doing. . . . Just as an army in the field is dependent on the buck private, so does the fate of the army at home rest upon ordinary people. Their fate, in turn, depends upon the efficiency with which organization and administration is conducted by their locally elected and appointed officialdom. Indeed, everyone shares an important and serious responsibility in this effort. This must be true, for this is not only the theory of democracy but the translation of that theory into action that must be unconquerable in power. And today as Americans it is action that is needed. We must transform loud voices into action, anger into deeds, contentiouness into fight, and clamor into cooperation."—*James M. Landis before New York Conference of Mayors and Municipal Officials at Syracuse, N. Y., June 9, 1942.*

● "The acid test of the volunteer is willingness to do the drudgery of training. We do not want people to make scenery of civilian defense, to present the form of patriotism, but to prove their willingness to meet the stark realities of this emergency by fitting themselves for the job."—*Hugh Stephens, Administrator, Missouri State Council of Defense, before Auxiliary Police, Kansas City, June 6, 1942.*

● "One authority has stated that in the last war Germany devoted approximately 50 percent of her civil resources and energy toward winning the conflict. Today Germany is using better than 70 percent, Russia devotes 80 percent, which has been the main factor in the staggering blows dealt the Axis and her heroic help to the Allies. The United Kingdom has contributed 70 percent of her population to civilian defense, yet the United States today can claim but 25 percent active voluntary civilian participation." . . .—*T. W. Sheffield in letter to the New York Times, June 14, 1942.*

● "We are going through a let-down. Many civilian defense volunteers are becoming lax, indifferent, and some are quitting. I know there are discouragements and plenty of work without the additional drag of defense training. Always remember you are not serving me but your country. . . . Don't quit. Don't go slack. The Japs won't do either. Please, FOR THE FLAG."—*Oliver J. Golden, Chairman, Monroe County Council of Defense, Michigan.*

● "Cocktail saboteurs are one of the headaches of the wartime emergency. These are car and truck drivers and pedestrians who believe that they can do their celebrating of any occasion and still remain free from traffic accidents. With higher wages and more workers, there is more drinking in taverns, and thus more men absolutely needed in defense work are being killed and injured on the highways. For every defense worker killed or maimed, Hitler just gains that much help."—*Oklahoma State Defense Committee News Letter, June 15, 1942.*

● "They (the Fascists) have plenty of reason to drop bombs on us. Not token bombs. Not little ones. Big ones. . . . They (the Fascists) have thousands of planes. They can do it. And they have thousands of friends in this country. Friends of all shades of feeling, from saboteurs to defeatists. . . . Passive defense consists of minimizing the effect of any damage done by bombers and saboteurs. Oddly enough, it was born in Germany in the early 1930's. It was a strangely democratic branch of the Nazi state called the "Luftschutzbund" or Air Protection League. I was there in 1933 when they were organizing every block in Berlin and every small town and industrial center. Germany's war aims were thus explained to every man, woman and child, and every man, woman and child was given a task to do—help win the war. Technically, the plan was sound. As a government psychologist recently pointed out, the best antidote for fear is action. In Germany it works today—despite all our wishes to the contrary. The people of Germany still believe they can't lose the war."—*Don Newton, a Chicago Daily News reporter-block captain.*

● "In regulating venetian blinds for dim-out precautions, it should be pointed out that many of these blinds are painted with white enamel. Therefore, even though the slats point downward toward the street, they may reflect considerable light upward. Hence, no bright lamp should be placed near such windows, even with the slats turned downward toward the street."—*Letter to Editor, PM, June 15, 1942.*

Hear Ye!

Town Meetings for War are moving across the Nation. Parades, rallies, and special induction ceremonies for selectees feature many of the meetings. Though all do not conform specifically to the suggested pattern, they differ relatively little—chiefly in the lack of a question-and-answer period.

New England is currently staging many, while New York and New Jersey are growing increasingly enthusiastic about them. Manhattan's Lower East Side saw a series of spirited, neighborly block meetings mostly honoring local boys in the service.

Virginia's recent successful Town Meeting at Ashland may serve as a model for the entire State. Wisconsin meetings have been utilized to push OPA announcements. Seattle has been presenting a daily Victory Square program in the town's leading square, where bonds are sold and the Defense Council's activities are publicized.

U. S. GOVERNMENT PRINTING OFFICE 469388

WOMEN'S BUREAU
JUN 13 1942



OCD News Letter

OFFICIAL BULLETIN of the Office of Civilian Defense

WASHINGTON, D. C., JUNE 10, 1942 • Number 12

AN EDITORIAL

By SUMNER WELLES
Under Secretary of State

The solidarity of the 26 United Nations is a symbol of the world unity that must arise out of our inevitable victory.

Fighting a common enemy, dedicated to a common cause, these nations are united in purpose and united in action. Our differences in language, or religion, or form of government have been submerged in the pledge of unity embodied in the Declaration by United Nations. That document not only binds the United Nations in a total war without separate armistice or negotiated peace. It is more than that: it is a solemn oath to uphold and carry out the principles of the Atlantic Charter.

Victory will be built upon a spirit of mutual confidence and mutual respect. To that spirit we dedicate ourselves in honoring the flags and peoples of the United Nations on Flag Day, June 14.

The enemy is striving to spread the poison of suspicion and distrust among us. His intention is to divide us from our friends, to weaken our unity and strength.

To be aware of the enemy's strategy is the first step toward combatting it. For this reason it is especially important for Americans to hold fast to the United Nations' concept. In that unity we shall win this war, and in that unity we shall be able to build a better world after the fighting is ended.

Flag Day Will Honor United Nations

Having pledged support to the principles of the Atlantic Charter of international freedom, 26 United Nations are fighting together not only to win this war but also to create a lasting peace. To drive home the importance of this truth, President Roosevelt has asked that the flags of all 26 United Nations be honored with ours on Flag Day, June 14.

Local Defense Councils throughout the country, in accordance with the President's request, are paying tribute to the unconquerable determination of our fighting allies by emphasizing the United Nations theme this Flag Day. Americans in cities and villages which have not known the horror of shattering bombs will express their gratitude on this day for the life-blood sacrifices of our fighting allies—for the indomitable British dealing out bomb for Nazi bomb, for the courageous Russians stemming the Nazi onslaught, for the heroic Chinese giving millions of lives in their long, 5-year-old battle against the Japanese.

Stirring parades and programs will honor the massed colors of the 26 United Nations this Flag Day. Speeches and dramas will depict our unity for victory. By joining this great movement to honor the United Nations June 14, Defense Councils can point up the fact that only through unity can we win a decent, liveable world for free men everywhere.

(*Continued on page 2*)

FLAG DAY

(*Continued from page 1*)

The United Nations ideal is an outgrowth of the Atlantic Charter which was signed by President Roosevelt and Prime Minister Churchill during their famous rendezvous "somewhere in the Atlantic" August 14, 1941. The charter contained eight points which, in substance, set forth these four basic objectives: (1) Abandonment of force, aggression, and territorial aggrandizement by all nations. (2) Self-determination of peoples regarding their own form of government. (3) Equal access for all peoples to raw materials, full economic collaboration, and freedom of the seas. (4) The guaranteeing to every human being of freedom from want and freedom from fear.

Pledging themselves to fight for these aims, the 25 nations joined in active cooperation by signing the United Nations agreement in Washington on January 1, 1942. It means that no one of these fighting countries will make a separate peace but will wage war to complete and final victory. It is an agreement based on mutual trust and friendship and the common desire to create a civilization of tolerance and free action in this world, instead of slavery and brutality. Because the United Nations have superior manpower and greater resources than the Axis countries, our victory is certain if we drive home hard the truth of the United Nations idea. Your Defense Council can help give this Flag Day the significance it deserves.

Defense Commander Is Boss in Emergencies

Clarification of the responsibilities of the Office of Civilian Defense, the American Red Cross, and the Federal Security Agency to assist civilian bombing victims has been achieved in joint statements between the agencies. Greater unity of effort and an end to duplication of facilities is expected to result.

Providing immediate care for civilians injured by enemy bombing was declared the responsibility of the Emergency Medical Service of the U. S. Citizens' Defense Corps. Without duplicating the work of the Emergency Medical Service, the Red Cross is to assist in furnishing nurses' aides, stretcher teams, ambulances, and supplementary equipment. When special facilities must be made available during and immediately following enemy attack, the Red Cross also has the responsibility of providing food, clothing, and temporary shelter for victims.

The Red Cross will continue its service until regular Federal, State, and local agencies normally responsible for dependent persons can make their services available. Normal community facilities will be supplemented by the Red Cross, upon the request of local authorities.

The joint statement explains that emergency feeding and housing, though a task of the Red Cross, is a general responsibility of the over-all emergency services of the Citizens' Defense Corps. The emergency feeding and housing service operates under the direction of the Commander of the Defense Corps in accordance with detailed plans to be worked out jointly by the Commander, the Red Cross chapter, and local public welfare agencies. It was also agreed that, where an Emergency Food and Housing Corps has already been organized and equipped to the satisfaction of the Citizens' Defense Corps Commander, no duplication of its facilities should be made, and it should be coordinated with the Red Cross and consolidated, if possible.

CAP Pilots Scout Forest Blazes

Recognizing the value of OCD Civil Air Patrol planes to help fight forest fires, the United States Forest Service has authorized its Regional Foresters to call on CAP planes and pilots when their emergency service would be useful. Possible forest missions pointed out as possibilities by the U. S. Forest Service for the CAP include regular forest patroling, observation flights over burning areas, and rushing fire fighters and equipment where urgently needed.

CAP planes have served in fighting forest blazes even before this formal recognition. In Georgia, North Carolina, and Virginia, they have scouted over burning areas and flown firefighters into isolated sections during emergencies.

In Maine, seven CAP pilots are making 1-hour flights on a regular schedule of 14 hours a day to spot forest fires. They have performed their work so well that the governor has released $6,600 to the State Aeronautics Commission, headed by CAP Wing Commander Guy P. Gannett, to finance forest flights of the Maine Wing. Ohio and other States are setting up similar funds.

★ ★ ★

CAP members who searched for a missing Army plane in Florida earned the high praise of Col. Thomas S. Voss, commandant of the Orlando Air Base. "Your observation reports were better than those of older and far more experienced pilots," he told the 54 pilots and observers who manned 27 private planes scouring 7,836 square miles of woods and swamps for the missing Army ship. "Your planes can fly lower and see better than our Army planes, which are too fast for such work."

★ ★ ★

When an Army bomber disappeared on a night flight, Capt. Leo G. Devaney, Oregon Wing Commander, immediately dispatched flights of searching CAP planes. The missing plane was located by mid-morning, and Ninth Regional Commander Harry K. Coffee declared: "This is a big country, and the boys did a good job."

★ ★ ★

Two flights of CAP planes from Bloomington, Ind., recently added realistic excitement to a "terrific sham battle" of the University of Indiana R. O. T. C. With crowds of spectators watching the sky, "enemy raiders" roared over the training corps in formations at 1-minute intervals. Rolling over at 1,800 feet, the ships dive-bombed to 1,000 feet, then reformed.

Sing This War Song

The spirit of 26 countries allied by a mutual war against Hitler and Hirohito and a common devotion to freedom—the United Nations—is caught in a tuneful new musical number, *The Song of the Free.* Describing what we are fighting for and against in song, music of the popular piece was composed by Kurt Weill; words were written by Archibald MacLeish, Librarian of Congress and Director of the Office of Facts and Figures. Whenever singers are in a victory mood they would do well to sing out *The Song of the Free.* If not available at your local music store, sheet music can be purchased from Chappell & Co., R. C. A. Building, Rockefeller Center, New York City.

What the Cities And States Are Doing

A survey of cities larger than 10,000 by the International City Managers' Association revealed over 92 percent have civilian defense organizations. As the survey was begun last February, the percentage no doubt is even higher today. . Ninety percent of the Defense Councils have paid staffs of one or more persons, serving part or full time. About one-fifth of the Defense Councils have full-time directors. Fifty-one of the 60 cities larger than 100,000 have special Defense Council staffs, 27 have full-time salaried directors, and 42 have some paid employees.

★ ★ ★

The Consumer Committee of the Milwaukee County Council of Defense conducted a public opinion poll to discover the reactions of everyday Milwaukee families to wartime conditions. Employing Marquette University journalism students, the survey revealed that the average citizen accepted sugar rationing without resentment and was not disturbed over such shortages as wool and silk. Most housewives were discovered to be budgeting.

★ ★ ★

Civilian defense participants who plant "victory gardens" around Los Angeles have been assured water by the Los Angeles Water Department at the same low rate paid by farmers who irrigate with Los Angeles aqueduct water. The city's domestic rate is 14.8 cents per 100 cubic feet, compared with the irrigation rate of about 10 cents.

★ ★ ★

The Monterey County Defense Council in California has developed a unique mobile decontamination station. Treatment and shower rooms are in wooden, plywood buildings mounted on two large trailers.

★ ★ ★

When the Defense Council of Lincoln, Nebr., discovered that a large military project would be established there, it sent two investigators to Wichita Falls, Tex., which was successfully adjusting itself to the dislocations accompanying new war industries. On the basis of their survey, the investigators of the Lincoln Defense Council recommended increased housing facilities, coordinating law-enforcement agencies with social service programs, improved transpotration, establishment of county health unit and day nurseries, organization of service men's centers.

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Two hundred civilian defense posters prepared by 125 Maryland artists are being exhibited throughout the State by local Defense Councils. In Baltimore, 27,000 students have entered a war-poster contest and 100,000 a war-essay contest sponsored by the Committee of Civilian Defense.

In West Virginia, the Public Education Committee of the Wheeling Civilian Defense Council sponored a civilian defense poster contest, and the Art Center of Merion county conducts special classes for Civilian defense volunteers making patriotic posters.

★ ★ ★

"Victory in the Bag," a puppet show put on by the Publicity Division of the Defense Council of Albany, N. Y., has been so well received that other councils are asking for copies of the script and directions for producing it.

Chicago musicians are responding enthusiastically to their Mayor's proclamation, urging "all musicians and music groups enlist as a part of the civilian defense organization so that music will become a vital element in the success of all activities." Enrolled groups reported include Ukranian Singing Society, Lutheran Choral Group, Kama Temple Choir, and several Negro choral groups.

★ ★ ★

Many chefs of lower-priced New York restaurants are attending nutrition classes sponsored jointly by the Civilian Defense Nutrition Committee, Hotel and Restaurant Employees International Alliance, and Home Economics Women in Business.

★ ★ ★

Greater interfaith cooperation is an important result of church defense activity, according to a Nation-wide survey by the Religious News Service. The Michigan Council of Churches and Christian Education, through its recently organized Emergency Christian Service, offers the State's 2,000 pastors a program to encourage participation in war services and to build family morale. From all over the country come reports of church leaders serving on Defense Councils. In Connecticut, the governor has appointed an Interfaith Committee to direct church defense programs. In Los Angeles, 178 members of the Federation of Protestant Churches have organized to assist the Red Cross and civilian defense council arrange for emergency feeding and housing. In Seattle, Baltimore, and Washington, Catholic church buildings and schools are reported to have offered their buildings for civilian defense use.

Flag Day Program Material Available

Designed to assist local Defense Councils in presenting the true significance of the United Nations this Flag Day, a variety of valuable program material has been prepared and is available to Flag Day Committees.

Maxwell Anderson, outstanding playwright, has prepared a 20-minute pageant for community production, dramatizing the massing of the United Nations flags. Eric Barnouw, well-known radio writer, has written a brief script for local radio production. Prepared at the request of the OCD Volunteer Talent Section, these scripts have been distributed nationally to Little Theater groups and to national civic organizations through the OCD Organizations Section. They may be obtained by local Defense Councils from their Regional OCD offices. Lists of appropriate United Nations musical numbers and another dramatic script for local stage or outdoor performance are also available.

From the Office of Facts and Figures, background articles of each of the United Nations for use of speakers and writers and a reproduction of the Declaration of the United Nations, suitable for display purposes, will be furnished on request.

A manual of suggestions entitled "Flag Day—1942, a Wartime Tribute to the United Nations" has been distributed to Defense Councils throughout the Nation.

Victory in Small Jobs

By Booth Tarkington

"A chain is no stronger than its weakest link." In dangerous times we become simpler and listen again to the plain wisdom in old saws. We know today, and there is invigoration in the knowledge, that the best patriotic endeavors of every man, woman, and child in the land are *needed*. It is proudly said of the R. A. F. that never has so much been owed by so many to so few; but we are not going to be proud if we should have to confess to this sort of lopsided proportion in our civilian war effort.

Boredom is immemorially the portion of those of us who are confined to wining a war at home. We "can't see the wood for the trees"; we forget that "the whole is equal to the sum of all its parts"; and, oppressed by the apparent triviality of what we are able to do, we develop a sort of super-humility that may lead disastrously to a "let George do it" state of mind. A result is the woman who said, "I don't suppose it matters if just poor little me keeps on using her incinerator, and I do hate the looks of a garbage pail in front of my house." Wars were never won by "poor little me's"!

There is one Midwestern city whose garbage reduction plant has almost ceased to be an expense to taxpayers and become an asset because of the sale of its byproducts, and these byproducts themselves vitally contribute to the winning of the war—glycerine for munitions, fertilizer for crops, cattle feed for milk and meat, fats for soap. This five-fold service to America is directly due to housekeepers' response to Civil Defense urgings against the reckless use of incinerators.

Of such trivialities must total victory consist, and if we fail in them we shall have failed General MacArthur and his men—our men, our Country. God forbid.

Landis Explains CD Divisions

"Civilian Defense today . . . is a challenge to reaffirm a faith, not as historians, political scientists, or ideologists but as 'forty-niners, frontiersmen, and pioneers. Strike 'effete,' 'gentility,' 'philosophy' out of your 1942 edition of American Words and Phrases. Replace them with 'virile,' 'courageous,' 'practicality.' . . .

"Your President has established in Washington an Office of Civilian Defense. There is within it a Civilian Protection Division and a Civilian Mobilization Branch. Each is interdependent and neither could stand alone. One is to advise, recommend, and make effective proposals for your physical protection. . . . It is the division which makes certain that your United States Citizens' Defense Corps is more than a collection of men and women with attractive arm bands.

"The other subdivision, that of Civilian Mobilization, seeks, through an enlistment of manpower and womanpower, to conserve resources, to salvage critical materials, to teach personal health, to organize energy, to direct consumer activity. It is an educational unit in that it teaches why the head must be held high, why there can be no faltering, why there must be a united action; it teaches the dynamics of 'I am an American.' It is a nonprotective unit in a physical sense but protective in an emotional and psychological sense.

"Protection cannot exist without mobilization, and mobilization would be an inept gesture without protection. Are you able to say in your Civilian Defense as of today that you have blended these two?"—From Director Landis' speech in San Francisco on May 27, 1942.

"Sniff Set" Teaches Gas Identification

To teach decontamination workers and other civilian defense volunteers to identify the odor of poison war gases, a "sniff set" of harmless simulations of five different gases has just been approved by the U. S. Army Chemical Warfare Service and the Office of Civilian Defense.

The "sniff sets" include five small bottles of chemicals which give off synthetic odors of mustard, phosgene, chlorpicrin, Lewisite, and tear gases. The bottles are conveniently packed in wood with pressboard tops and bottoms and tan fabric covering. Because the simulated gases are harmless, no special precautions in handling or shipment are necessary.

The important facts about counteracting the effect of the genuine gases, descriptions of their form and persistence are contained on the labels of the bottles. The manufacturer guarantees the life of the odor of the sets for at least four months, provided they are given normal use and the bottles are kept tightly closed when not in use. Nonpriority materials are used to manufacture the gas identifiactions sets, and any number may be ordered by State or local Defense Councils. Descriptive literature is available from the Northam Warren Corporation, Stamford, Conn., where orders are placed. Other chemical companies are also working on simulated gas sets, development and production of which are open to all manufacturers.

OCD Will Guard Against Sabotage

Protective measures against sabotage have been added to the responsibilities of the Office of Civilian Defense by an Executive order from President Roosevelt. Known as the Facility Security Program, it will supplement the protective programs of the Army, Navy, and Federal Power Commission, previously authorized by the President, and will correlate with them the antisabotage activities of other Government agencies. The new program will be developed in conjunction with and subject to the approval of the Secretary of War.

The Executive order directs the Office of Civilian Defense to: "(*a*) Serve as the center for the coordination of plans sponsored or operated by the several Federal departments and agencies. (*b*) Establish standards of security to govern the development of security measures for the Nation's essential facilities. (*c*) Review existing and proposed security plans and measures, and require the adoption of such additional measures as may be deemed necessary. (*d*) Take steps to secure the cooperation of owners and operators of essential facilities and of State and local governments in developing and carrying out adequate security measures."

Owners and operators of essential facilities, public and private, are in no way relieved of their protective responsibilities by the Order. Its purpose is simply to assure that they take the safety measures adequate in wartime. The program will be operated through nine already established agencies of the Federal Government listed in the President's directive, and will not affect the investigative duties of the Federal Bureau of Investigation with respect to sabotage and espionage.

U. S. GOVERNMENT PRINTING OFFICE 464560

OCD News Letter

OFFICIAL BULLETIN of the Office of Civilian Defense

WASHINGTON, D. C., JUNE 4, 1942 • Number 11

WOMEN'S BUREAU
JUN 12 1942
DEPARTMENT OF LABOR

Save . . . and Save America

by Henry Morgenthau, Jr.
Secretary of the Treasury

It is urgently necessary that you double the rate at which you are now buying War Bonds and Stamps. One billion dollars a month is now the national quota. It is equal to one-tenth the combined income of all Americans.

Defense Councils can give valuable assistance in putting over the new War Bond Quota Campaign. Their volunteers can help solicit in their neighborhoods. Their speakers can explain the vital necessity of its success.

Money from the sale of War Bonds and Stamps is needed to buy the tools of war for our fighting forces. It will not pay for all of them. Our war expenditures now are at the rate of about FOUR BILLIONS a month, and they are growing daily. But a billion dollars a month direct from the people will make all-out production possible. Without it we cannot do our best; without it we cannot put forth our full effort.

It is desperately needed for another reason. We can't fight a war and at the same time live and spend as usual. There are not enough goods to go around. If we go on spending at the 1941 scale, we'll be robbing the fighting man to add to our own comfort or pleasure.

What is asked of you is 10 percent of your earnings—a tithe for Liberty. It is not a tax; it is not even a contribution. It is a loan at interest, for your use and protection later.

Your Government asks you to cut down your expenditures, to SAVE—your boys on the firing line and in the training camps. You are asked to SAVE your money . . . to SAVE America . . . *by buying War Bonds and Stamps up to not less than 10 percent of your income.*

Is Liberty worth it? Is democracy worth it? Is America worth it? I think I know your answer.

Defense Councils Push War Savings

Giving Victory a boost, Defense Councils in many sections of the country are supplying house-to-house canvassers to help put over the War Bond Quota Campaign.

The California State Council of Defense has urged its local defense councils to help the State War Savings Staff.

"The answer to the wish of a thousand women of Little Rock, Ark., who 'want to do something' is the opportunity to work in the Pledge Campaign for War Savings Stamps and Bonds," commented an editorial in the Little Rock *Gazette*. In Houston, Tex., 90,000 houses have been scheduled for canvassing for War Bond pledges by civilian defense volunteers of the city.

Protection Schools Seek Local Leaders

From now on, community leaders with outstanding organizational and teaching abilities will be urged to study at one of the War Department Civilian Protection Schools under the supervision of the Army Chemical Warfare Service. No longer will technical experts—policemen, firemen, and safety engineers—be sought to take the 10-day course at one of the seven schools, including the two new schools opening this month. The reason for this new policy is the extreme urgency of graduating volunteers capable in turn of establishing extensive civilian protection training organizations and of organizing and demon-

(*Continued on page 2*)

strating Control Center (Command Post) Exercises in their home States and communities.

To help accomplish this purpose, the curricula of the schools will be modified. In the past, courses have been highly technical, covering 65 hours of instruction in aerial attack, civilian defense organization, gas defense, incendiary defense, and plant protection. Less time will be spent now on the technical aspects of gas and fire fighting. More time will be devoted to the teaching techniques of presenting the purpose, plan, and organization of civilian defense to large audiences and of demonstrating Control Center Exercises.

The work done by the schools has been excellent so far, it was pointed out, and graduates have done valuable training work in their communities. But the tremendous numbers that graduate must now train with all speed possible and the far-flung character of the teaching organizations they must set up to achieve this aim make it absolutely essential that all students attending the War Department schools have the natural ability to pass on their knowledge not to scores but to hundreds and thousands of prospective Citizens Defense Corps members. If they can't do this, the schools will be considered operating at low efficiency.

Therefore, candidates for the official civilian protection course should be able to speak effectively before large groups. They must have the trust and respect of other citizens in their community and an eagerness to serve their country. They should have sufficient mechanical aptitude and teaching ability to be able, on completion of the course, to establish, explain, and run a Control Center Exercise with personnel trained by themselves.

The original War Department Civilian Protection School at Edgewood Arsenal (called the Pilot School), near Baltimore, Md., operated from June 30, 1941, to April 16, 1942. On April 19 it was moved to the University of Maryland. Instruction techniques developed there are being used in the five other War Department Civilian Protection Schools. Their locations and dates they opened this year are: Texas A. & M. College, College Station, Feb. 22; Stanford University, Palo Alto, Calif., Feb. 8; Amherst College, Amherst, Mass., Mar. 23; University of Florida, Gainesville, May 17; and University of Maryland, College Park, Apr. 19. Graduates to date total approximately 2,000. Augmenting these schools will be others at the University of Washington, Seattle, Wash., opening June 28, and at Purdue University, West Lafayette, Ind., beginning June 14.



Numbers on map at left locate War Department Civilian Protection Schools: (1) University of Maryland, College Park; (2) University of Florida, Gainesville; (3) University of Washington, Seattle, Wash., opening June 28; (4) Stanford University, Palo Alto, Calif.; (5) Texas A. & M. College, College Station; (6) Amherst College, Amherst, Mass.; (7) Purdue University, West Lafayette, Ind., beginning June 14. Dotted lines mark the new boundaries of Civilian Defense Regions, recently changed to conform to the new Army Corps Areas. The following regional shifts of States were made: Louisiana from 4 to 8, Arkansas from 7 to 8, Colorado from 8 to 7, Arizona from 8 to 9.

What Organizations Are Doing in CD

At their recent Continental Congress, the National Society of the Daughters of the American Revolution sold more than $100,000 worth of War Bonds during a single morning session.

The League of Women Voters, the American Association of University Women, and the University Club of Springfield, Mo., cooperated with the local Defense Council in a successful series of 20 war forums.

The Waltham Post of the American Legion at Waltham, Mass., has presented "blood bank" equipment to the local hospital. The post raised $600 to purchase the equipment and an additional fund for its operation.

CD Cars Allowed Gas

Vehicles actually engaged in civilian defense or rescue activity may be served gasoline without a card under temporary rationing in the East, according to the Office of Price Administration. Gasoline will be distributed only on exhibition of an official identification, proving participation in civilian defense while an area is under martial law, enemy attack, or immediate threat of attack; or participation in official practice or in defense duties under direction of the Army, Navy, Marine Corps, or Coast Guard.

Local committees usually bear the expense of their representatives attending the War Department schools. There is no tuition fee. In addition to transportation expenses, the only cost is about $25 per student for food and lodging. Applications for admittance should be made to State Defense Council Directors.

Sessions of the War Department schools are limited to 50 students each. Starting dates of sessions at all schools are as follows: June 14, 28; July 12, 26; August 9, 23; September 6, 20; October 4, 18; November 1, 15, 29; December 13, 27. Commanders of the schools are: Joseph C. Sears, University of Maryland; Col. Thomas McHatton, University of Florida; Maj. Thomas G. Thompson, University of Washington; Lt. Col. Albert C. Bilicke, Stanford University; Lt. Col. Harold R. Brayton, Texas A. & M. College; Maj. Henry C. Hall, Amherst College; Lt. Col. W. A. Johnston, Purdue University.



Insigne for United States Citizens Service Corps

Landis on Radio

The Office of Civilian Defense and the well-known radio program, "Town Meeting of the Air," are cooperating in encouraging local Defense Councils to organize Town Meetings for War to discuss community wartime problems. Director James M. Landis, OPA Administrator Leon Henderson, and Helen Hiett, nationally famous news commentator, have been scheduled on the first of the joint OCD-Town Meeting of the Air programs.

Thursdays from 9 to 9:55 p. m. Eastern War Time is when Town Meeting of the Air is heard over the Blue network.

Flag Day Honors United Nations

In accordance with the wishes of President Roosevelt, Defense Councils throughout the country will cooperate in honoring not only the United States flag but those of all 26 of the United Nations on Flag Day, June 14. Emphasizing the importance of our fighting allies, the President issued a proclamation, which says in part:

"We as a Nation are not fighting alone. In the planetary war we are a part of a great whole; we are fighting shoulder to shoulder with the valiant peoples of the United Nations, the massed, angered forces of common humanity. Unless we triumph, all will fail.

"For these reasons it is fitting that on our traditional Flag Day we honor not only our own colors but also the flags of those who have, with us, signed the Declaration of the United Nations, paying homage to those nations awaiting liberation from the tyranny we all oppose, to those whose lands have escaped the scars of battle, to those who have long been heroically fighting in the blaze and havoc of war. . . ."

CAP Pilots Make Emergency Flights

Emergency service is all in the day's work for CAP flyers, judging by other recent reports from all over the Nation. An airplane of the Louisiana Wing went out to search for a lost fisherman and located him in the nick of time after he had been clinging to his overturned boat for 13 hours.

CAP pilots have been mobilized to help fight forest fires. In Georgia, CAP planes from Atlanta and Dalton flew through the smoke-shrouded mountains in the Chattahooche National Forest and spotted the locations of 10 fires. *The Atlanta Constitution* reported that Wing Executive Officer Tom Daniel of Georgia, Operations Officer Lee Wiley, and Forester A. C. Shaw flew over north Georgia, mapping the forest blazes.

Wing Commander J. M. Horner, Jr., of North Carolina received a call from the Governor's office April 23 for CAP planes to help check fires in the Pisgah National Forest. The smoke into which one ship flew to map the blaze was so dense that the pilot had to fly blind by instruments. Another plane ferried three State Guard officers from Asheville to Hickory to fight a forest fire.

Pilots of Squadron 326–1, Alexandria, Va., spotted a forest fire while on a routine flight. As a result of their prompt report, the blaze was brought under control in time to save several houses.

Plant-Protection Schools Increase

Air-raid defense schools for industry have been held in nine different States during April under the auspices of the Plant Protection Section of the Office of Civilian Defense. The plant-protection schools were held in Birmingham, Ala.; Wilmington, Del.; Chicago, Ill.; Baton Rouge, La.; Atlanta, Ga.; San Francisco, Calif.; Hattiesburg, Miss.; Portland, Oreg.; Dallas and Houston, Tex.

Plant-protection schools have now been conducted for the area within 300 miles of all coast lines, with the exception of the States of Virginia and Washington.

"Local Defense Councils should encourage their local factory managers to attend plant-protection schools or to send representatives," said Admiral Clark Woodward, chief of the OCD Plant Protection Section.

Other cities reporting recent special defense programs for the industrial plants in their areas include Waltham and Fall River, Mass.; Bridgeport and Hartford, Conn.; Manchester, N. H.; Woonsocket, R. I.; Shreveport, La.; Chattanooga, Tenn.; Greenville, S. C.; Paterson, N. J.; Toledo, Ohio; Richmond, Ind.; and Milwaukee, Wis.

Your Bonds Buy . . .

The "ears of an antiaircraft battery," or a sound locator, cost $5,000—the equivalent of 267 United States War Bonds. Forty-seven $18.75 War Bonds buy an Army "jeep," costing $900.

What the States And Cities Are Doing

Town Meetings for War were reported recently in towns as widely separated as Willmar, Minn., and Wichita Falls, Tex.; Rock Springs, Wyo., and Sioux Falls, S. Dak. The people of Brainard and Albert Lea, Minn., Holdrede and Columbus, Nebr., also gathered for war forums. Others are planned in June at Wichita, Kans.; Sheridan, Wyo.; Clinton and Lexington, Mo. Dover, N. J., is planning a Victory Day rally in which more than 1,000 civilian defense workers will exhibit their services. Defiance, Ohio, has scheduled a huge historical pageant with over 700 characters to personify the region's contributions to national history.

Typical of a successful Town Meeting for War was the one held in Wichita Falls. When a practice blackout was held there recently, the lights on 16,000 producing wells and the flares of many burning gas outlets in the seven surrounding counties were extinguished under the direction of the Oil Fields Blackout Committee. And not a light showed on 130 drilling and clean-out rigs, on the refineries, or casinghead plants nearby.

That's just one indication how seriously these Texans are taking their civilian defense, and another is the feeling expressed by Attorney Bert King at the Town Meeting. "This is not a war of our choosing, but we are equal to the task," he said. Emphasizing the enormity of civilian war activity, each leader of the 32 civilian defense organizations in the city explained the job of his division.

Prayer opened and closed the meeting. Scouts led the Pledge of Allegiance to the Flag. Not just the first but also the second verse of the national anthem was sung. The band of nearby Sheppard Field provided spirited military music. Spanish-American and World War veterans were honored, as were the parents of present service men. There were deep-felt words from two war heroes' fathers: Albert Kelly, with a son on Midway Island, and Fred Sehmann, whose son fought on Corregidor.

Out in California they like the idea of Town Meetings for War, too. Observing the success of Town Meetings elsewhere, the *Post-Press* of El Centro, Calif., said in an editorial encouraging a local war meeting: "Town Meetings, in which everyone has an equal chance to express his ideas on any subject under the sun, are an ideal medium for developing our interest in what our neighbors do, think, and plan. More than that, they would bring us closer together in a feeling of mutual endeavor, give us all a sense of greater participation in the community's life."

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To coordinate local civilian defense information, many Defense Councils are beginning to put out publications. Recently reported publications include *Colorado Defense News*, issued by the Colorado State Defense Councils; a monthly news letter put out by the New York State Defense Council for local Youth Service Councils and youth counselors; and a publication by the Wisconsin State Council to all county and local Defense Councils. Among city Defense Councils reporting publications are Milwaukee, a four-page, semimonthly bulletin; Syracuse, N. Y., bimonthly "War News Bulletin"; Chicago, Ill., weekly "Civilian Defense Alert"; and Rockford, Ill., "Rockford Civilian Defense Clippings," consisting of a photo-montage of current civilian defense clippings.

Local Defense Councils are invited to send their publications to the Survey Division of the Civilian Mobilization Branch, which serves as a clearing house for local defense programs, and to the Division of Public Advice and Counsel for publicity purposes.

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A neighborhood civilian defense group in Pittsburgh has organized a commodity mart for trading household equipment and sharing things not in daily use. Because of the shortage of aluminum pots, women are encouraged to pool such cooking equipment during the canning season.

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The Missouri State Council of Defense publishes an "honor roll" in its bulletin which gives recognition to counties with most civilian defense enrollees. The result has been to increase enrollments by promoting county rivalry.

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Services to men in uniform are a direct contribution of great value to the war effort by many civilian defense workers. A typical project is that of the Defense Council at Harrisburg, Pa., which prints a monthly calendar of local entertainments for soldiers and distributes it to officers in nearby camps. The recreation division of the Minneapolis Defense Council provides lists of services which women's organizations can perform for fighting men.

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A consumer information bureau, to supply wartime home management information, has been established at the New York City Civilian Defense Volunteer office.

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Municipal and County Defense Councils in the eastern part of the State of Washington are conducting housing-vacancy surveys in cooperation with the voluntary relocation program of the Seattle Civilian War Commission. Purpose of the program, according to Chairman Arthur Vander Sys of the War Commission's Housing Division, is to relocate persons whose livelihoods are not dependent upon residence in overcrowded Seattle, making room for war-production workers.

★ ★ ★ ★

The terrors of total war were brought home to the people of Pine Bluff, Ark., by a story in their local paper, *The Commercial*, describing a hypothetical air raid on the town. Declared the headline: "HUNDREDS DIE IN PINE BLUFF AS ENEMY BOMBERS ATTACK HUGE ARSENAL AND AIRPORT. Eye-Witness Account of Air Raid on Unprepared City, Volunteer Civilian Defense Efficient, But Too Few."

Here's Good News!

Good news to income-tax worriers is an opinion from the Commissioner of Internal Revenue. Contributions to local Defense Councils can usually be deducted from Federal income-tax returns.

U. S. GOVERNMENT PRINTING OFFICE 463361

OCD News Letter

OFFICIAL BULLETIN of the Office of Civilian Defense

WASHINGTON, D. C., MAY 20, 1942 • Number 10

More Volunteers for Civilian Defense

Up, up goes the number of civilian defense volunteers! The most recent official count taken from the second OCD Monthly Statistical Bulletin shows an increase of 1,234,985 civilian defense workers over the last report, February 28. Although the number of assigned civilian defense volunteers is currently 5,182,986, many more are needed.

It is estimated that the Citizens' Defense Corps needs about 10,000,000 members for the safety of the country. Current members number 3,673,906, a considerable increase compared to the last report of 2,420,991.

Local defense councils have risen in number from 8,945 to 9,209 at the last tabulation. Volunteers assigned to community services total 1,509,079, according to the report. The total of both assigned and unassigned volunteers registered for both protective and community service work is 7,286,158. This compares with a total of 6,066,748 as of February 28.

To appreciate that participation in civilian defense requires more than just "signing up," remember the words of OCD Director James M. Landis at a recent induction ceremony of volunteers in Chicago: "As wardens, as messengers, as auxiliary policemen, as auxiliary firemen, as fire watchers, as stretcher bearers, each of these individuals needs intensive specialized training.

"But the standard calls for more than that. In its demand for a corps, it calls for organization, for headquarters, for effective communications, and for practice maneuvers that will prove this corps to be an army and not a mob. It further calls for warden posts for each 500 inhabitants, equipped and in quick communication with headquarters, ready to be manned at a moment's notice. But proper preparation goes even farther, beyond the corps,

(*Continued on page 2*)

An Editorial

Many thousands of words concerning the war effort have been printed in American newspapers and periodicals, and the phrases "community level" and "grass roots" have appeared so often that they have become journalistic clichés. Yet in the reason for these phrases becoming trite so quickly is found the full meaning of the war.

This is a People's War. American citizens of small towns and large cities—back at the hackneyed "grass roots"—are contributing fighting men and production workers, and are setting up machinery for home defense. The people are sacrificing comfort, privileges, even lives now that they may assure ultimate retention of their freedom. The people are waging this war in every possible way.

There are two great divisions of the people's war effort which are making history in democratic endeavor. Modern warfare, terrible and total, has posed new problems, not least among which are those related to home defense. The U. S. Citizens Defense Corps and the U. S. Citizens Service Corps are comprised of hundreds of thousands of determined Americans who have met rigid standards of willing service. These men and women are trained in the specialized functions of civilian defense. They have given hours and days and weeks and months to study and practice. They are ready to resist attack, to minimize damage by enemy action.

The people at the "grass roots" have awakened; and, alert and aware, angry and militant, clear of purpose, strong of mind, heart, and arm, they provide assurance to their anxious colleagues at the front that the home is protected and that anxiety is no longer necessary.

New Citizens Service Corps Is Announced

Community Service Work Given Official Recognition

Several million Americans now serving in the great army of the home front are being mobilized as The United States Citizens Service Corps.

As the Citizens Defense Corps recognizes and rewards the protective services, so the new Citizens Service Corps will gather together under common insignia and unified command all the volunteer workers in the other services so essential to strengthening the country for total war. These include workers in nutrition, family security, conservation, consumer services, child care, health, recreation, housing, War Bond sales, Victory Garden programs, American Red Cross work, Salvage for Victory, and similar war services not directly aimed at protection against air raids.

"We used to think of civilian defense as merely defense of the civilian," said Jonathan Daniels, Assistant Director in Charge of Civilian Mobilization, in discussing the new corps. "We know now that defense is important; we must protect ourselves; we must not permit our troops to be drawn back to this continent for purely defensive operations. But we have begun to understand that total war means total civilian effort, that every civilian must really become a part of the fighting forces. We have begun to mobilize to make America strong in every way. We have learned that waste is one of the worst fifth columnists; that bad health conditions may be as dangerous to production as bombs; that decent housing may be an instrument of warfare; that day nurseries are as essential as material for planes, if they mean that woman power can be added to manpower in our factories."

The local defense council is charged with deciding what services to the particular community are important enough to be recognized by membership in the Corps. There are three roads to membership: (1) Completion of prescribed training courses, officially approved by the local Defense Council; (2) completion of a prescribed apprenticeship period mutually agreed upon by the agency using the volunteer and the local Civilian Defense Volunteer Office; or (3) completion of 50 hours of volunteer work, where no specific training course is required, in a position approved by the local Defense Council through its volunteer office. Persons already serving in such positions, who have completed the required number of hours, are immediately eligible for membership.

There are no fees for the new Corps, no distinction as to race, color, sex, or religion for membership. Each defense council is expected to name a local executive of the Service Corps, who will examine qualifications, and appoint new members, and keep records. Each appointee will take an oath to defend and uphold the constitution of the United States and to perform properly all duties as a member of the Corps. The local council may furnish him a certificate of membership, and he will be entitled to wear the insigne of the Corps.

The new insigne may be worn as a lapel button or pin, or on the sleeve of a uniform. It consists of a white triangle in a circular field of blue. Within the white is a red block "V," and on either side of the "V," a small "C" and a small "D," both red.

The local Defense Council has the right to dismiss a member and forbid him to wear the insigne if he fails to perform assigned duties or otherwise infringes the rules of the Corps.

A manual of the Citizens Service Corps is expected to be available within a month.

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VOLUNTEERS

(*Continued from page 1*)

to every civilian in the community. He, individually, must know the rudiments of action, of shelter, of participation in concealment through blackout. Only then, only when all these things have been done and rehearsed, dare a community call itself prepared."

Here are the increases of civilian protection volunteer services: Air raid wardens, from 866,276 to 1,188,618; auxiliary firemen, from 286,603 to 385,332; auxiliary police, from 215,228 to 333,025; and medical personnel, from 107,772 to 238,630.

★

Schools Can Help This Summer

The U. S. Office of Education Wartime Commission recommends that local school systems consider how their personnel, plants, and equipment may be used during the coming summer to contribute to war services and to provide war service training courses.

"Training through cooperation with the Office of Civilian Defense for air-raid wardens, auxiliary fire and police officers, and such other personnel as may be needed" is suggested to schools in the Commission's recent report. "Courses in home nursing, nutrition, first aid, and other fields definitely related to civilian defense and other war needs" are recommended.

Other special war services recommended to schools for the summer months include salvage and conservation programs, promotion and sale of war savings stamps and bonds, establishment of nursery schools for children of war-working mothers, social events, and entertainment for service men and war workers in school buildings. Further suggestions are to make school busses available, where regulations permit, for all types of transportation necessary to the war effort; to encourage and supervise young people to cultivate victory gardens, to make school kitchens available for canning fruits and vegetables, to make school libraries available to the general public for recreational reading and war information, to encourage medical examination and correction of boys and girls with a view to preparing them for war service, and to prepare for converting school buildings in exposed areas into first aid or hospital centers in the event of air raids or epidemics.

★

More than 40 physicians from Eastern States attended a special course on "Medical Aspects of Chemical Warfare" sponsored by the Medical Division of the Office of Civilian Defense with the cooperation of the Chemical Warfare Service Defense at the University of Cincinnati College of Medicine, April 20 to 24. It was the second course held in Cincinnati; the first was held February 23 to 26. The OCD Medical Division is now organizing similar courses for physicians on the West coast.

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Standards Set for Citizens Defense Corps

Uniform Requirements Give Greater National Security

Gearing the protective program into the rising tempo of the war effort, Director James M. Landis recently announced a new series of orders and regulations which formulate a positive national policy for the Citizens Defense Corps. To provide greater safety to the Nation, new standards for the protective organizations were established. Uniform admission requirements for every local Citizens Defense Corps throughout the country were laid down. To enforce the new standards, local Defense Councils or the OCD Director received the authority to suspend members improperly appointed or trained or who fail to perform their duties.

Now, those who wear the official insignia of the Citizens Defense Corps can take greater pride in their responsibilities. Their ability to perform under fire, their training and patriotic loyalty have been officially recognized by the Government. They have measured up to the high standards of a great patriotic army prepared to protect the home front.

Unauthorized use of the official OCD insignia is now a Federal offense. Once trainees could wear "CD" arm bands. Not now. Candidates must complete their training and receive their appointments by the local Defense Council before they may wear the official insigne. The manufacture and sale of articles using OCD insignia is now restricted to licensed manufacturers. And distribution must be through local Defense Councils.

The new regulations state that all citizens are eligible for the Citizens Defense Corps without distinction as to race, color, creed, or sex. Resident aliens of Germany, Italy, and Japan are ineligible for membership except where State Defense Councils, acting on the favorable recommendation of their local Defense Council, declare that their loyalty is unquestionable. Resident aliens of other countries are eligible, except when the local Defense Council decides it is in the interest of the United States to disqualify them.

Every person appointed by their Defense Council to the Citizens Defense Corps must take an oath to defend and uphold the constitution of the United States and to perform all assigned duties. Members not only may wear the insigne of the Defense Corps, but they are entitled to certificates of membership.

A person whose membership in the Citizens Defense Corps is suspended for failure to comply to the new standards may continue, on approval of the community defense organization, to act in its protective service. It is significant, however, that they will be deprived of the right to use the official insignia. Neither can they use any of the equipment which is being procured from the $100,000,000 Congressional appropriation and being distributed in target areas. Assuring maximum protection, the regulation provides that this Federal equipment can only be used by trained and qualified members of the Citizens Defense Corps.

★

New Extinguisher

A new 4-gallon pump tank fire extinguisher has been developed by the Office of Civilian Defense for distribution to Civilian Defense Corps in target areas and certain strategic cities. More than 2,000,000 of the extinguishers will be distributed, four to a city block, as fast as they roll off the production line.

Operation of the pump tank extinguisher is similar in principle to the stirrup pump, except that it carries its own supply of water. The pump extinguisher was developed by the Fire Defense Section of OCD in cooperation with the Office of Chief of Engineers, the Underwriters' Laboratories, and the National Bureau of Standards.

To conserve essential war materials, the extinguisher was designed to be made of materials not essential to the production of munitions. The usual brass pump cylinder plunger has been replaced with porcelain-coated steel and synthetic rubber. Special spray nozzles will be made of simple cast lead or plastic with a deflector attached to change the stream into spray.

Much credit for the development of the extinguisher goes to the Advisory Committee of Civilian Defense. It includes representatives of the National Board of Fire Underwriters, National Fire Protection Association, National Bureau for Industrial Protection, International Association of Fire Chiefs, International Association of Fire Fighters, the Army, the Navy, U. S. Department of Agriculture, and the War Production Board.

★

They're Talking About the War

"The idea was to give citizens an opportunity to tune up their own communities for an all-out fight—to gripe, orate, argue, exhort, and make decisions in their own American way. The hope was that every town in the United States would do the same thing."

This is how Life magazine brings out the point of Town Meetings for War. The comments are included in a story about the four outstanding town meetings recently held in widely separated sections of the country. They marked a signficant revival of this old democratic American institution.

Competition is mounting between towns throughout the Nation to make their Town Meetings for War more colorful and lively than others. Americans are being awakened by these meetings to their responsibilities and to the possibilities for service in total war.

Successful town meetings have been recently reported in two Michigan towns, Coldwater and Mt. Pleasant. The people of Rock Springs, Wyo., got together to give and take in a meeting May 13. Freedom-loving Texans are getting together to talk over their war problems. Within the past 2 weeks, town meetings have been reported in the Texas communities of New Braunfels, Wichita Falls, West University Place, Leuling, Huntsville, and Wilmar. Other town forums were held in Superior, Ariz.; Chehalis, Wash., and Carson City, Nev.

★

The first dentist to be appointed to the Medical Advisory Board of the Office of Civilian Defense is Dr. John T. O'Rourke, dean of the University of Louisville, College of Dentistry, Louisville, Ky.

★

What the Cities and States Are Doing

Eighty-eight percent of the people in Dallas, Tex., know about their Defense Council, a public opinion poll conducted by the Council revealed. Twenty percent did not know the purpose of the local Defense Council and 60 percent thought it was concerned only with civilian protection. Although 84½ percent polled knew that local civilian defense volunteers are not paid, 7 percent thought they were.

Answering the question, "What are you doing to help win the war?" 86 percent replied that they were helping in some way, but 14 percent frankly answered that they were doing nothing. Of those who were doing nothing, 85 percent said they were eager to find a way to help.

Here are some of the typical contributions to the war effort listed: Participation in protective and community services, conservation, work in war industries, taking special courses, learning defense trades, working with the USO, keeping well informed, and buying war bonds and stamps (50 percent reported they were buying war securities).

★

In Ranchester, Wyo., 153 of the total population of 187 are adults. A March count of civilian defense enrollees totaled 152—one missing. A hasty check revealed that the lone nonparticipant was at home, ill. A volunteer card was rushed to his home. He signed up in bed.

★

"Victory Aides" are what the 7,000 women are called who are enrolled by the Women's Activities Committee of the Civilian Defense Volunteer Office at Minneapolis, Minn. They are assigned one to a block to gather needed information.

★

A cooperative scheme has been worked out between the chief of the Division of Volunteer Personnel of the Civilian Defense Council in Kansas City, Mo., and the State chairman of Selective Service. The Selective Service chairman supplies names of rejected draftees to the Volunteer Personnel chief, who then writes each man to suggest volunteering for civilian defense.

★

The Manhattan Borough Volunteer Office in New York City has trained workers to follow up on volunteer placements. They call on all agencies to which volunteers have been assigned to find out what they are doing, how well they serve, and how regularly they report.

★

Every member of the Defense Council in St. Louis, Mo., has been enrolled in first aid courses, as a result of the suggestions by the Coordinator of the Defense Council.

★

Mayor Fred T. Wilson, of Fairmont, W. Va., reports that his local Defense Council has proclaimed the week of May 24 to 30 as "Appreciate America Week." Local ministers will open the week's program with the theme for Sunday sermons, "What America Means to the Church." During the week, representatives of different groups will speak each evening over the radio on what America means to their particular interests. Emphasizing unity, capital and labor representatives plan to appear on the same program; Catholics, Protestants, and Jews on another. Climax of the week will be a huge Memorial Day parade.

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Fire Marshal Lydell Peck, of California, has asked the California State Council of Defense to cooperate in spreading word of a State order prohibiting public displays of fireworks for the duration.

★

The first auxiliary police unit to finish training under the Arizona Civilian Defense Coordinating Council was honored in a brief ceremony by the Phoenix Police Department at the city hall. Chief of Police Don Steward accepted the "roll" from Unit Captain R. Everett Manning. The auxiliary policemen completed 50 hours of first aid training, instruction in traffic control, fire and gas fighting, rights and limits of peace officers, sabotage prevention, and 10 hours basic study of Bill of Rights.

★

A State-wide salvage campaign has just been completed in Washington through the joint efforts of county and city Defense Councils, Salvage Committees, and fire prevention agencies. Defense Council speakers urged merchants and householders to "Clean Up for Home Protection, Clean Up for Fire Prevention, Clean Up for Salvage." Air Raid Wardens and Scouts assisted in collections.

★

A volunteer Highway Patrol Auxiliary is being organized in California through the leadership of the State Council of Defense.

CAP Flyers To the Rescue

"The CAP pilot got the serum through."

Seventy people had been killed in the tornado. Pryor, Okla., had been leveled. Antitetanus and typhoid serums were desperately needed. Tornado weather is dangerous flying weather, but the OCD Civil Air Patrol plane took off from Oklahoma City with the vital medical supplies.

Commander Moss Patterson, of the Oklahoma Wing, wired National Commander Earl L. Johnson the dramatic story: "Oklahoma flyers are doing a marvelous job in connection with the Pryor tornado which already has taken more than 70 lives and injured about 350. An OCD Civil Air Patrol plane flown by Squadron Commander Charlie Rhoades and navigated by George Moeser, both of Oklahoma City, braved personal danger in the face of adverse weather conditions to fly antitetanus and typhoid serums to the stricken area.

"The CAP pilot got the serum through. Impossible to tell how many lives were saved. . . . We think the Oklahoma Wing in this instance has more than earned its salt."

★

The Trinity River, near Dallas, Tex., was running wild. "The worst flood in 35 years," said the people fleeing from the rising waters.

"Zigzagging their planes up and down the Trinity River," the *Dallas Morning News* said of flyers of the Texas Wing, "CAP pilots and observers made radio reports on progress of the flood waters, drew maps of the inundated areas. One of the planes, carrying R. M. Davis as pilot and Wing Commander D. Harold Byrd as observer, directed the rescue of a father, his daughter and her baby from the top of a levee surrounded by rising waters at Rowlett Creek."

U. S. GOVERNMENT PRINTING OFFICE 460945

WOMEN'S BUREAU
MAY 28 1942



OCD News Letter

OFFICIAL BULLETIN of the Office of Civilian Defense

WASHINGTON, D. C., MAY 8, 1942 • Number 9

President Roosevelt Says:

"'Sacrifice' is not the proper word with which to describe this program of self-denial. When at the end of this great struggle we shall have saved our free way of life, we shall have made no 'sacrifice.'

"The price for civilization must be paid in hard work and sorrow and blood. The price is not too high. If you doubt it, ask those millions who live today under the tyranny of Hitlerism.

"Ask the workers of France and Norway, whipped to labor by the lash, whether the stabilization of wages is too great a 'sacrifice.'

"Ask the farmer of Poland and Denmark, of Czechoslovakia and France, looted of their livestock, starving while their own crops are stolen from their land, whether 'parity' prices are too great a 'sacrifice.'

"Ask the businessmen of Europe, whose enterprises have been stolen from their owners, whether the limitation of profits and personal incomes is too great a 'sacrifice.'

"We do not have to ask them. They have already given us their agonized answers.

"This great war effort must be carried through to its victorious conclusion by the indomitable will and determination of the people."—*Address to the Nation, April 28, 1942.*

The Treason of Hoarding

Every article you buy which you do not need means fewer guns, tanks, and airplanes for America's fighting forces. It takes men, machines, and materials to produce those unnecessary goods. It takes trains and trucks to bring them to the store where you buy. If you buy to hoard, you tie up these vital facilities, desperately needed now to produce and transport weapons of war. You help Hitler!

Price control, of course, discourages hoarding. Hoarders of scarce goods often are motivated by the desire to cash in by speculation. The over-all price ceiling prevents profiteering by those who have stored goods with the expectation of realizing tremendous profits when they become scarce. It protects the wage earner, the farmer, the persons with fixed incomes who would suffer and be thrown into bankruptcy if prices were permitted to get out of control and inflation develop.

Local Defense Councils can help the cause of victory by conducting educational programs on the part price control and rationing play in the war effort. They can serve their country by helping drive home the fact that hoarding does the individual no good and helps the enemy.

Citizens should be encouraged to cooperate in the civilian defense programs complementary to rationing, such as saving rubber through car pooling, walking-to-work clubs, household salvage, conservation of paper, and carrying more bundles. Americans must be willing to sacrifice and patriotically play the game to insure victory.

Democracy "Goes To Town"—

Town Meetings for War are spreading to all parts of the country, because people want to get together to talk out their local war problems. Towns are beginning to compete with one another to have the best Town Meeting for War in their part of the country.

The 2,000 of little Northport's (Ala.) 2,500 population who turned out for their town meeting on a recent Saturday were so enthusiastic that they decided to gather regularly. Five hundred citizens of Amenia, N. Y., were called together by the old-fashioned town crier ringing his bell up and down the streets. A war meeting in Ontario, Calif., drew 3,000. Four thousand people jammed the armory for a victory rally at Hannibal, Mo., and 15,000 lined the streets outside.

The meetings were truly all-American. Whites and Negroes, old Americans and new Americans with traces of their homeland accents, the Legion, the chambers of commerce, the Red Cross, Boy Scouts, the farmers, and workers in the war plants—all these and many more groups participated. So important were the meetings that stores were closed while the townspeople gathered.

There were parades at first. Riding on horseback, the mayor of Northport led marching civilian defense units. A 100-piece band led the colorful parade to the meeting up the flag-decorated main street in Ontario. It included over a thousand members of civilian defense units, defense factory workers, a British unit, and Chinese. Big banners read: "Indifference Means Defeat," "Let's Get Mad," "Blast Tokio." In Hannibal, Governor Donnell of Missouri led the marching townspeople. Girl Scout drum and fife corps, school bands, and civilian defense workers gave life to the parade at Amenia.

Prayers opened and closed the Town Meetings for War. "Help Thy servants so that the fierce might of their enemies may be brought low" were the deep-felt words opening the Ontario meeting.

There was no oratory; speeches were short and sincere. "Defense won't win this war," declared Civilian Defense Administrator Hugh Stephens at Hannibal. "We at home will take the offensive with MacArthur and the Commandos." "The voluntary participation of our people in the war effort," said Mayor Peterson of Ontario, "bespeaks more eloquently than any words of mine the spirit and enthusiasm and loyalty of our great civilian army."

At Hannibal, a mother with a slightly German accent told of her four sons in our armed service. "I wish I had more there," she added. Said John Galanis, a naturalized American, at Ontario: "Let those of us who have come across the waters be grateful we can make our contributions voluntarily instead of by compulsion. Let us defend this our country with all our might."

War mothers and families of local soldiers were honored. In an impressive ceremony in Northport, names of 104 mothers with sons in the services were read aloud. High point in the Ontario meeting were the words of a soldier: "The American Army is the best in the world," he declared. "It will continue to be so if you civilians get behind it with all your strength."

Air-Raid Warden Stars in New Film

A new OCD film, "The Air-Raid Warden," has been completed and approved by Director James M. Landis and Maj. Gen. L. D. Gasser, assistant director in charge of Civilian Protection Division. Copies will be distributed to regional OCD offices within a few weeks. From there they will be sent to State-designated offices already handling the film, "Fighting the Fire Bomb."

The film shows how George Johnson, a typical American, organizes his sector as an air-raid warden. A series of incidents during an air raid follow, showing George Johnson in action under fire.

"The scenes are very realistic and portray the type of thing that would occur should American cities be raided," explained an official of the Protection Division. "The film pulls no punches and is designed to give the public understanding and respect for the air-raid warden."

Although planned and produced as a training film, "The Air-Raid Warden" was pronounced by moving-picture authorities and OCD officials to have such high dramatic values that it will, in all probability, be given general distribution in theaters.

"Divide and Conquer" Reveals Nazi Terror

"Divide and Conquer," a new booklet published by the Office of Facts and Figures on the Nazi technique of conquest, should be required reading by every freedom-loving American, according to ODC Director James M. Landis. Copies are being distributed from the nine OCD regional offices to State Defense Councils, which in turn will send them out to local councils.

"Hitler knows that in order to conquer the world he must first enslave the mind of man, and toward that end he is carrying out a program of propaganda, blackmail, and death," declares the booklet. "Because he fears truth, he has tried every means of wiping it off the face of the earth."

The booklet describes many examples of how the Nazis poisoned countries with fear propaganda before invading. The Nazi propaganda strategy in America is also revealed.

D. R. Fitzpatrick of the St. Louis *Post-Dispatch* illustrated the pamphlet as a contribution to the war effort.

Mothers' Day Script

A special Mothers' Day script for performance by local dramatic groups on the radio or in their theaters has been prepared at the suggestion of the Arts Division of the Office of Civilian Defense. The program was written by Mary McCall, Jr., a mother and a member of the Hollywood Mobilization Committee, which includes many leading screen and radio writers who have volunteered their services to the war agencies. Copies have been distributed through the National Community Theater Conference, American Educational Theater Association, and others.

What the States And Cities Are Doing

Local Defense Councils in over 50 cities throughout the country have organized "War Appeal Boards" to examine the worthiness of contemplated campaigns of various war funds (excluding, of course, War Bonds and Stamps). Some boards merely approve or disapprove the projected war appeals. Others work with officials of the organizations planning to conduct the drives.

Acting on a recommendation of the State Defense Council, Gov. Frank M. Dixon of Alabama set up a State-wide War Chest Committee with the power to "supervise and possibly unify" all drives for public funds in connection with the war effort and of "selection of the good ones from the bad." The committee is made up of a representative from each of the county defense councils.

* * *

The New York State Defense Council has added a full-time field worker to see that local defense councils establish committees on citizen participation to stimulate discussions of war aims and the way civilians can help win the war.

* * *

The New Hampshire Council of Defense has started a question-box service. Answers to questions sent in are provided for publication in the press.

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An information desk to handle all inquiries regarding civilian defense activities has been established at the St. Louis Defense Headquarters. Manned by volunteer workers, it is reported to be the first civilian defense information bureau in the Seventh Defense Region. Questions are answered from a file of all organizational and training-course activities in the St. Louis Civilian Defense Program.

Director Landis Says:

"Today, as never before in our history, teamwork must be the goal and we must toughen our thinking to accept no compromise. Civic groups, fraternal groups, labor unions, and young people's organizations are all possessed of a patriotism which is beyond denial. But the true test of that patriotism will come when those groups put aside their prides in their organizations and unselfishly contribute the vast reservoirs of group energy which they possess into the great smelter from which will flow the vital product of community effort to win the war. It will be a product in which the individual contributions of the various groups may often be difficult to identify, but it will then be a product that spells the war effort of the community as a whole and not the diverse competing efforts of small groups. . . .

"But the bombing of Tokio, if it is a fact, means also this: It puts aside, once and for all, the conception that here in this country we can expect to go through this war unscathed, that the home front will not also see attack from the air. It is idle to assume that the enemy will not try to retaliate, to strike at the vital industrial nerve centers of this country, especially those as yet not too well prepared for attack."—*Director James M. Landis' speech at Chicago, Ill., April 19, 1942.*

Flying Minute Men Spot Submarines

"Flying Minute Men" is what Maj. Gen. Follett Gradley, commander of the First Air Forces, calls OCD Civil Air Patrol fliers who have spotted enemy submarines and survivors of torpedoed ships.

"On several occasions enemy submarines about to attack tankers carrying oil to America's overseas forces have dived in fright without releasing their torpedos on approach of Civil Air Patrol planes," said Maj. Gen. Gradley in a recent announcement. "Several sinkings scored by Army and Navy bombers are credited directly to a tip-off by civilian volunteers.

"Each volunteer task force operating from an East Coast locality is composed to the last man of members of the Civil Air Patrol. They brought their own planes, tools, and spare aircraft parts with them, and they arranged to secure sufficient radio equipment to set up transmitting and receiving stations at their bases capable of maintaining communications with planes on patrol.

"The Flying Minute Men have established strict military discipline at the bases on their own initiative. Their leaders, acting on the oft-proven theory that good football teams—and offshore patrols—are created by constant practice, have authorized classes in Morse code, signaling, Infantry drill, and similar subjects."

Lettuce—"Victory Food Special"

Because the year's unusually large crop of lettuce will hit consumer markets heaviest from May 11 to 25, it will be featured nationally during those 2 weeks as a "Victory Food Special" by the Agricultural Marketing Administration of the U. S. Department of Agriculture. This is the first drive by the AMA to obtain widest possible use of seasonally excessive supplies of perishable farm products or supplies affected by wartime bottlenecks. Object of the program is to widen market outlets for producers of these products and to pass along to consumers price advantages arising when markets are supplied more than usual.

Speed Plant Defense

Air-raid precautions have been taught at plant-protection schools held in 27 States to date throughout the Nation, according to Admiral Clark H. Woodward, chief of the OCD Plant Protection Section. They include Maine, New Hampshire, Massachusetts, Connecticut, Rhode Island, New Jersey, Pennsylvania, District of Columbia, Maryland, Delaware, West Virginia, Virginia, North Carolina, South Carolina, Georgia, Florida, Alabama, Mississippi, Louisiana, Tennessee, Texas, Oregon, California, Michigan, Ohio, Illinois, and Indiana.

Defense councils should urge industrial officials to attend or to send representatives from their factories to plant-protection schools, said Admiral Woodward.

Prepare Now; or Else!—Landis

"When a householder fails to prepare his home against the threat of incendiary bombs, he is retarding the war effort. His home, if set afire, may serve as the point of beginning in a huge neighborhood conflagration or a further beacon for enemy bombers. If only his home is burned, he will require aid from others who should be at work in defending their country, one way or another. If his home must be rebuilt or extensive preventable damage must be repaired, materials vitally needed elsewhere are diverted to this use. He cannot, then, exist as a single entity. He is necessarily related to the community. If he does not cooperate in community action, he is shirking his duty. Multiply this man by ten or a hundred or a thousand and we have a very serious situation."—*Director James M. Landis' speech at Raleigh, N. C., April 28, 1942.*

Price Control—A Victory Weapon

Price control is a weapon of war—a weapon to strengthen America to hit the Axis harder. It steels the home front by helping safeguard the security of every American family. It is the defense against the devastating effects of an inflationary rise in the cost of living, a danger as serious as attacks of enemy saboteurs on our factories and homes.

Imagine the chaos without price control. People would fear that their incomes would not be sufficient to meet the soaring prices of everyday necessities. The rising cost of living would result in strife to raise wages. There would be confusion, weakened morale, and general impoverishment—all dangerous allies of the Axis.

This is not just theory, not just scare talk. It happened in countries already smashed by Axis aggressors. Inflation weakened those countries and contributed to the chaos which helped Hitler enslave them. And there are the examples of World War I. In our own country, the war cost the Nation a third more than it would have if prices had been controlled sooner. We know the ruin that the worthless mark caused in Germany immediately following that war.

This disaster must not happen in the United States. It must not happen if we are to be sure of victory. In this total war every American must carry his share of the burden.

Price control helps guarantee that food and other necessities will remain within the reach of all. It helps insure the economic security of every citizen. Price control removes the major cause of personal financial anxiety and permits every American to concentrate more effectively on his part in winning the war.

* * *

Americans everywhere are asking, "What can I do to help?" One answer is to restrict buying individually, to explain to your neighbor why we must take steps to avoid inflation, and to put your extra money into War Bonds.

New Regulations For Theater Defense

The show must go on!

That's the safest procedure for theaters during an air raid, according to new regulations for theaters during blackouts and air raids released by the Office of Civilian Defense. The regulations advise that theater wardens during a raid should announce the show will continue, that the authorities request the audience remain in the theater, and that they are safest inside the building.

The importance of proper organization of theaters for civilian defense is emphasized by the instructions quoted from a well-organized theater: "How many people really look for the nearest exit before they settle themselves for the show? How many people, on going into a public building, ever think of getting out in a hurry? The upshot is the same in every public disturbance; all the occupants attempt to go out the same way at the same time—the same way they came in, which is the only way they know. And that pathway promptly becomes congested. One impatient shove, one excited scream, and a taut crowd becomes as hard to handle as a savage pack of animals. Possible serious calamity can be averted only by systematic preparation, and cool, calm, efficient operation."

Organization and duties of the theater defense group—wardens, first-aiders, fire watchers, messengers—are outlined in detail in the booklet. The necessity of maintaining close liaison with zone wardens or local Citizens' Defense Corps is also pointed out.

The "A. R. P. Division, War Activities Board, Motion Picture Industry," collaborated with the Civilian Protection Division of OCD in the preparation of the regulations. Copies are available from the Distribution Section of OCD.

New Radio Show Worth Listening To

To let the American family see the war situation and the production drive clearly and as a whole, the War Production Board is sponsoring a new radio series, entitled "Three Thirds of the Nation." It is heard Wednesdays, from 10 to 10:30 p. m., over the Blue Network.

The title of the series, "Three Thirds of the Nation," symbolizes the three types of American "fighters" engaged in this total war: the soldier and sailor, the factory worker as a fighter in overalls, and the rest of us as fighters on the home front.

It is a good program. Listen to it. Tell your friends to listen. Talk about it.

Violators Sentenced

First violators of the rationing regulations issued by the Office of Price Administration to be convicted and sentenced were operators of an automobile concern in Boonville, Ind. Called "an enemy of the war effort" by Judge Robert C. Baltzell of the Federal Court of Evansville, Ind., the president of the concern was sentenced to 18 months in jail and fined $500.

U. S. GOVERNMENT PRINTING OFFICE 450072°

WOMEN'S BUREAU
MAY 9 - 1942



OCD News Letter

OFFICIAL BULLETIN of the Office of Civilian Defense

WASHINGTON, D. C., MAY 1, 1942 Number 8

Town Meetings—Americana

An Editorial

Men and women first came to America so that they could be free to assemble publicly for discussion of their problems and to hold their prayer meetings. Town meetings early became the American way of planning community programs of action—action against common enemies.

Community spirit may lie dormant in times of peace, during periods of prosperity and good community government, during periods of apathy when the people are satisfied or lazy, uninformed or misinformed. War, however, provides a violent stimulus to action. And the town meeting is the very foundation of democracy in action.

In this government of the people, by the people, for the people, the town meeting is the place of beginning, the hub from which the people's will radiates, the instrument through which people's ideas are discovered, exchanged, consolidated, disseminated. The town meeting is the Nation's sounding board.

An awake and aware American public is again seizing upon the town meeting as its device to make its voice heard. From coast to coast local communities are calling their people together. A cooperative and cohesive public, angry and militant, has asked again and again, "What can I do to help win the war?" The question has been asked of government. It has been answered, within the limits of the Government's power and ability. The complete answer must include the voice of the people, in concert with that of its Government.

This is everybody's war. The Government can guide, suggest, encourage. But, in order to guide properly, to suggest wisely, to encourage with confidence-inspiring leadership—in order to perform its duties to the best advantage, government must have the people's help, their advice, and wise counsel.

U. S. Revives Its Open Forums

American ingenuity is revealing itself again as communities compete to make their Town Meetings better than that of the next town. Here is a typical pattern which has been developed, and which is being improved upon as each week passes:

1. Meetings are being held on Saturday afternoons or whenever convenient for the townfolk to meet, on the village green, the courthouse square, the post-office steps, or wherever it is natural to meet.

2. Town Meetings For War feature the town's part in the war. Emphasis is placed on sale of War Stamps and Bonds, stimulating production of war materials, and building at home the unity which makes America strong. There should be reports on defense activities, plans and problems; on production achievements, and on new defense work.

3. Special attention is sometimes given the men in the armed services, and the mothers of boys at the front should be honored.

4. Town Meetings For War are mostly being called and arranged by Defense Councils. The meetings stress those war activities which at that time are most important from the local point of view.

5. Speeches should be brief, both from the platform and from the crowd; but the best meetings do not limit the opportunity for the good old American custom of "blowing off," for speaking back, for questions, and for the discussions which have made the town meeting a symbol of American democracy.

6. All groups and classes are urged to participate. All organizations should be asked to assist to assure a true community flavor.

7. The towns are taking advantage of all their resources in bands, drum corps, and musical organizations. Bands sometimes march down the main street to the place of the meeting. Flags are flying. Schools and local artists make posters. There is singing at the meetings—singing of the good old songs.

8. Town Meetings For War show the best results when they have been widely publicized in the press, by radio, and motion pictures.

Soldier's Farewell

Many American towns have inaugurated a practice of allowing no man being inducted into the armed forces to leave for his station without farewell ceremonies.

Town Meeting As Old As America—3,000 Discussion Groups in U. S. Today

Back home at the crossroads of America the people have long had a simple method of facing problems of importance. They gather together and talk the whole thing over, and out of their conversation and debate comes a clarification of issues, a unification of effort. Never before in the history of our country have so many grave problems confronted its people. And never before has the necessity for open forums and town meetings to solve these problems been so great.

Today's discussion groups and forums stem, in America, from the seventeenth century when New England settlers, finding that the problems inherent in the governing of small groups of people could best be solved by the calling together of these people for action, instituted the American Town Meeting. Bound together by common interests, common lands, and the common need for protection, the citizens of Dorchester, Mass., held the first recorded Town Meeting in 1634. The beating of a drum announced the general gathering of townsfolk, who soberly walked down tree-shaded streets and into the Meeting House to discuss the problems which faced each citizen and his neighbors.

Within the next few years Town Meeting became the legal recognized method of local government, a method which has been described as pure democracy. Formal notice of the approaching Town Meeting was given each citizen, who was required by law to attend the gathering to elect officers, pass laws, and discuss pressing community problems. A Moderator was elected by popular vote, as were Selectmen—usually from three to five—and other officials necessary to efficient town government. Minor officials were chosen by the Moderator and Selectmen. At first all questions raised could be discussed freely from the floor, and every man could air his opinions or grievances. But gradually discussion at the annual Town Meetings was restricted to previously announced subjects. But even with these topic restrictions placed on the discussion Town Meetings were characterized by free and lively debate.

But as the efficacy of the Town Meeting as a legal method of governing a community decreased the need for small discussion groups throughout the country grew. Today, harassed by war and rumors of war, we are returning to the neighborly discussion method that was the strength of the Town Meeting. Small groups within our huge cities or the entire citizenry of small communities are falling back upon the form and substance of the old-fashioned official Town Meeting. They might follow the example of the 3,000 forums and discussion groups operating in America today.

Firemen Need It in An Emergency So—Don't Wait For Raid to Store Water

Not long ago a national magazine advised its readers on air-raid precautions. Among other things, it urged that householders immediately fill bathtubs and sinks with water when the siren blows.

This well-intentioned advice was unsound for these reasons:

1. If thousands of bathtubs, sinks, and other receptacles [illegible] filled simultaneously, municipal water pressures will [illegible] dangerously decreased at times when needed for emergency.

2. Water from fire hydrants and house taps will not be available for emergency fire fighting.

Every effort is being made to warn householders, business houses, apartments, and industrial plants not to wait until an air raid is imminent to provide water storage for emergency needs.

Cooperating with the National Board of Fire Underwriters, The American Waterworks Association, and the U. S. Public Health Service, OCD is recommending this procedure for water storage for emergency purposes:

Keep several receptacles of two types, filled with water at all times. Water stored for drinking and household reserve should be kept in covered containers to prevent contamination. Water stored as a reserve for fighting fires need not be covered and should be kept in easily accessible places, preferably one on each floor.

Do not wait until the air-raid alarm is sounded to fill receptacles. Aside from danger of seriously affecting municipal water pressure and supply, thereby cutting off the flow of water needed by local fire departments and their Citizens' Defense Corps auxiliaries, in air raids, water mains may be broken and water may not be available. For a period of 24 hours following the restoration of water service, all drinking water from the tap should be boiled for a minimum of 5 minutes, unless other instructions are issued by the health department. The peculiar flat taste of boiled water may be partially removed by pouring the cooled water back and forth several times between two clean receptacles and by adding a pinch of salt.

During the summer water standing in open receptacles—for use in putting out fires—may furnish breeding places for mosquito larve (wiggletails). One teaspoonful of kerosene or fuel oil sprinkled on the surface of the water once each week will prevent mosquito breeding. This oil evaporates in a few hours and therefore does not constitute a fire menace.

Price Control—A War Weapon

Price control—placing ceilings on the amount which can be charged for things people must buy—is being developed by the Government as an essential war strategy.

The Office of Price Administration for months has been establishing price control on specific articles and the next step may well be general price control. The following paragraphs are a gist of the "whys" of this essential economic move:

We have had to ration tires, gasoline, sugar, and a host of other things which only recently were so abundant, and we have had to fix prices on many things. But that is not enough. This has been necessary because war means shortages on many things and shortages mean a competition to buy which forces prices up. This is inflation. Price control is a means of protecting the consumer, business, labor, the farmer—the country—against inflation.

The purposes of price control are these: 1. To hold down the cost of living and prevent inflation. 2. To keep down the cost of war. 3. To prevent chaotic economic collapse after the war. 4. To make possible the stabilization of profits, taxes, and to make the American dollar do the maximum in the all-out war effort.

Failure to control prices soon enough added at least a third to the cost of the last war. Already the cost of living and the cost of war has resulted in rising prices in this inflationary period. Profiting by experience, price control seeks to guard the security of the American family and to eliminate the confusion, uncertainty, bankruptcy, and economic breakdown which always accompany uncontrolled inflation.

If general price control is put into effect it will mean that stores will not be permitted to charge more for goods than was charged during the base period selected. Of course, some types of goods will be excepted because of particular circumstances. Safeguards will be taken against hoarding and speculation in commodities which are scarce. But individual cooperation is the essential factor in price control success.

The control of prices makes it possible to ration goods successfully, because it prevents sudden rise of prices of scarce items. Those who would hoard goods in the hope of making tremendous profits are discouraged. In fixing the cost of things, those with fixed incomes—the farmer, the wage earner, the man who lives on his salary—are protected and their limited dollars are not absorbed by a few sky-high items.

Price control will of necessity have to be administered locally. Civilian Defense Councils working intelligently with consumer groups and local organizations can perform a vital service in quickly adapting a price control order to local conditions, and helping to thoroughly familiarize its members and the community at large with all terms of the price control regulations.

Gold Star Mothers

The Nation-wide custom of the First World War which conferred a gold star upon the mother of sons who were lost has been revived in many towns throughout the country through local defense council activities. In some instances special meetings have been called to make public presentations.

Closer Ties To War Effort

The President's executive order clarifying the functions of the Office of Civilian Defense and moving the agency into closer relation with the war effort has been hailed by Director James M. Landis as a further important step in gearing OCD to the national program.

"The new executive order is significant to me because it accomplishes two very important things: First, it streamlines OCD for war in a manner in which I believe it should be streamlined, and second, through the creation of the Civilian Defense Board, it integrates the operations of OCD with those of the total government program for prosecution of the war. I am, needless to say, very much pleased with the new order," Mr. Landis said.

President Roosevelt has created within OCD a Civilian Defense Board composed of the OCD Director as chairman; the Secretary of War; the Attorney General; the Secretary of the Navy; the Director of the Office of Defense Health and Welfare Services; Gov. Harold E. Stassen of Minnesota; Norman H. Davis, American Red Cross; Earl D. Mallery, American Municipal Association; and Mayor Maurice J. Tobin of Boston.

Under the President's order, the Office of Civilian Defense is established as the agency which shall "serve as the center for the coordination of Federal civilian defense activities which involve relationships between the Federal Government and State and local governments." The office is also directed to facilitate relationships between various Federal agencies and the State and local governments, and to "take steps to secure the cooperation of appropriate Federal agencies in . . . meeting the emergency needs of such States and communities in such a manner as to promote the war effort."

CAP Given Credit

Maj. Gen. Follett Bradley, commander of the First Air Force, has credited the Civil Air Patrol of the Office of Civilian Defense with several submarine sinkings on the Atlantic Coast. CAP furnished the air corps with information which led directly to U-boat destruction.

Newsreels Film Four Town Meetings

Widespread interest in plans for holding Town Meetings For War has resulted in arrangements made by leading newsreel companies to film the highlights of four meetings held in widely separated parts of the country on April 25. Scenes from each meeting were shot and assembled into one complete newsreel subject, now being shown in theaters throughout the country. Amenia, N. Y.; Northport, Ala.; Hannibal, Mo.; Ontario, Calif.

Civil Air Patrol—Does Guard Duty

Mobilizing civilian planes and pilots for wartime duties, the Civil Air Patrol already is performing many useful services for the armed forces to release military aircraft and airmen for more urgent duties.

In Illinois, patrol planes have been towing aerial gunnery targets to be fired upon by antiaircraft batteries. This is the first time in the history of the Army that such work has been done by civilian volunteers.

In Pennsylvania, an experimental courier service has been set up to fly Army supplies, equipment, and personnel to points all along the eastern seaboard as far away as Maine and Florida. More than 2,500,000 pound-miles of cargo have been flown. Plane parts delivered to one Army school made it possible to fly trainers which otherwise might have been grounded for several days.

Throughout the country little ships bearing the triangle and three-bladed propeller emblem of the Civil Air Patrol are guarding pipe lines, reservoirs, and vital defense zones, ready to report any suspicious activity by two-way radio. Plans are under way for extensive forest-patrol work in the dry season for protection against fires set by saboteurs to destroy war production facilities.

Founded only last December, the CAP has a wing in each State with groups and squadrons at every local airport. Already more than 40,000 citizens have enlisted. Upward of 30,000 are civilian pilots or student pilots. Many others are specially skilled as aircraft mechanics, radio technicians, photographers, ground-service experts, and in other work related to aviation missions.

In addition, members without prior aviation experience are performing auxiliary services and are drilling with the rest. Enlistment is open to citizens 16 years of age and over for nonflying duties and 18 and over for flying duties. All applicants are fingerprinted and investigated by FBI as to their citizenship and loyalty before they are given credentials as members of CAP.

One of the important jobs of the patrol is to cooperate with civilian defense units. In many cities mock air raids have been conducted and leaflets dropped to give the people a demonstration of the danger that lurks in the skies.

Flights are frequently arranged to test the air-raid spotter systems and see that the watchers are on the alert. It is becoming regular routine for the Civil Air Patrol to fly over blackouts and observe from the air the effectiveness of local blackout plans.

In cooperation with the War Production Board, State wings are flying through their areas to locate automobile graveyards, abandoned farm machinery, and other sources of scrap metal which is so important in the scrap against the Jap. This is not only of immediate practical use in the war effort but is a good training mission for pilots, navigators, and observers.

The main work of most of the CAP units now is to train intensively so as to learn military discipline, teamwork, and the many specialized subjects which they will need to know in flying on wartime assignments. Some squadrons already have completed the first 80 hours of basic training, which covers military drill and defense subjects such as gas protection and first aid.

On from there they are tackling an additional 150 hours of advanced aviation studies and practice missions. Thus the skills of all members in meteorology, navigation, airplane servicing, and many other subjects is being rapidly advanced.

Practice flights are planned to equip the members for practical service in the type of wartime missions to which they may be called.

Blood Bank Fund Now Available

Within a few days the Emergency Medical Service of OCD will be actively at work on a program which will provide banks of blood and blood plasma in strategically located hospitals. It is estimated that from 4 to 5 months will be required to complete the task.

These civilian blood banks—long planned by the Emergency Medical Division—entered the stage of actual operations last week, when funds were made available through the U. S. Public Health Service. The funds enable OCD to provide technical and financial assistance to selected civilian hospitals, Dr. George Baehr, chief OCD medical officer, has announced.

Organizations—All Take Part

Indispensable to any Town Meeting For War is the cooperative effort of all organized groups within the community—churches, labor organizations, civic groups, municipal enterprises, fraternal, veterans, patriotic, and business groups. Every town's essential activities are, to a large degree, built around these organizations.

Reports from communities where Town Meetings have already been held show that the backing and inspiration given to these meetings by organizations have been a principal factor in the success of such undertakings. The Office of Civilian Defense has received a flood of letters from organizations asking "What can we do to stimulate interest in defense and the war effort?" OCD bases its answers on reports it has received telling what some organizations have already done. Among these accomplishments have been the furnishing of feature attractions, such as bands, vocal talent, and arrangement for all other details in connection with local meetings; publicity and the encouragement of attendance at meetings; brief talks on war problems in terms of local needs; and agreement among organizations to keep their calendars free of conflict with specific community programs, such as the Town Meetings For War.

"Leaders of community affairs in any town are always to be found among organizations," Jonathan Daniels, Assistant Director of Office of Civilian Defense, said in a recent interview. "We know we can count on them to aid local Defense Councils in making Town Meetings For War such democratic institutions as the Country needs in the conduct of the war on the home front."

U. S. GOVERNMENT PRINTING OFFICE 16—28050-1

Return to Robinson

OFFICE OF CIVILIAN DEFENSE

For Immediate Release
Friday, January 23, 1942

PM 2308

Official representation of organized labor on municipal and state defense councils by representatives selected by the labor groups themselves was formally adopted as policy in a day-long conference in Washington Friday, January 23, between representatives of the Office of Civilian Defense and the American Federation of Labor, the Congress of Industrial Organizations, and the Railroad Brotherhoods.

Representing the national office of the Office of Civilian Defense were Director F. H. LaGuardia, James M. Landis, Executive, and Mrs. Eleanor Roosevelt, Assistant Director in charge of Volunteer Participation.

To implement this policy, and with the concurrence of the officials of the Office of Civilian Defense, the conference elected a National Labor Advisory Committee for the Office of Civilian Defense composed of 37 representatives of the AF of L, the CIO, and the Railroad Brotherhoods. The conference also voted to continue as a sub-committee of the larger committee the following three members; Robert J. Watt, International Representative of the AF of L, John Brophy, Director of the Congress of CIO, and D. B. Robertson, President of the Brotherhood of Locomotive Firemen and Enginemen.

The conference adopted the following "Statement of Federal Policy by the Office of Civilian Defense":

"The Office of Civilian Defense has been directed, under its Executive Order: to study and plan measures designed to afford adequate protection of life and property; to plan and promote programs designed to enlist full civilian participation in the war effort, to meet the emergency needs of local communities arising from the impact of the industrial and military effort, and to plan and promote activities designed to sustain the national morale.

"In accordance with these mandates, the Office of Civilian Defense has called upon labor to contribute to the full extent of its ability in the organization and manning of the protective services, and to join with other citizens in services directed to meet community problems. Labor has pledged its full support.

"The Office of Civilian Defense recognizes that Labor's Role in the war is of vital importance to maximum production, adequate protection and effective volunteer participation. Labor's responsibilities require that Labor shall be adequately represented in the determination of policy and in the administration of Civilian Defense."

The conference adopted the following declaration of principles:

ON REPRESENTATION

1. The continuation as an active group of the Labor Advisory Committee composed of Mr. Watt, Mr. Brophy and Mr. Robertson.

2. Extension of State and Local Defense Councils to include Labor representation in every State and community, as official members of these councils and through persons recommended by labor itself.

3. Organization of Labor committees on civilian defense within the Labor movement to provide information and recommend policies to their representatives on Local and State Defense Councils.

4. Development of program, personnel and policy of Volunteer Offices so that they may increasingly meet the needs of workers in the communities and fully utilize their services.

ON PROTECTION

1. OCD national office to advise Regional, State and Local Councils of the availability of skilled workers in the ranks of organized labor and recommend the enlistment of such groups in accordance with the number needed.

2. OCD national office to suggest to its Regional Offices, State and Local Defense Councils the importance of securing the cooperation of labor and employer groups in developing a joint program for protection of industrial plants and its administration.

3. Organized labor to inform its membership of methods of cooperation suggested above and urge such cooperation on a local and plant basis.

ON COMMUNITY PROBLEMS

1. Labor shall seek to secure information concerning community problems affecting standards of living, standards of work, and community services, and refer through the appropriate channels such information to the OCD. (This might be done by using either their State Bodies or national unions as transmitting agencies to the Labor Advisory Committee of OCD.)

2. The OCD shall seek through its national office, Regional Offices and State and Local Defense Councils effective use of all local resources to meet these problems.

3. The OCD shall seek to effect maximum benefit to local communities through services made available by the various Federal agencies.

4. Labor shall accept active responsibility for interpreting and supporting programs directed to meet the community problems arising from the impact of the war program.

5. The OCD shall with the cooperation of labor seek to mobilize all sections and groups within each community in order to:

   a. Secure community support for a program directed to eliminate discrimination in employment and training by reason of sex, race, creed or color.
   b. Enlist and welcome volunteers from every walk of life, from every economic, social, racial and religious group. Everyone is needed.

Following is the membership of the Labor Advisory Committee:

Irving Abramson, President
New Jersey State Industrial Union Council
Newark, New Jersey

Mrs. Dorothy Bellanca, Vice President
Amalgamated Clothing Workers of America
New York, New York

John Brophy, Director
Industrial Union Councils
Washington, D. C.

Edward J. Brown, President
International Brotherhood of Elec. Workers
Washington, D. C.

J. R. Burney
Order Railway Conductors
Savannah, Georgia

A. J. Chipman
Brotherhood of Loc. Firemen and Enginemen
Denver, Colorado

Miss Elisabeth Christman, Sec.-Treas.
National Women's Trade Union League of Am.
Washington, D. C.

John T. Corbett
Brotherhood of Locomotive Engineers
Washington, D. C.

George S. Counts, President
American Federation of Teachers
New York, New York

William C. Doherty, President
National Assoc. of Letter Carriers
Washington, D. C.

Martin Durkin, Secretary-Treasurer
United Assoc. of Journeymen Plumbers and Steam Fitters
Washington, D. C.

John B. Easton, President
West Virginia Industrial Union Council
Charleston, West Virginia

Miss Ernestine L. Friedman, Asst. Director
Workers' Service Program, WPA
Washington, D. C.

Leo E. George, President
National Fed. of Post Office Clerks
Washington, D. C.

Louis Goldblatt, Secretary-Treasurer
Cal. State Industrial Union Council
San Francisco, California

Mrs. Bernice Heffner, Secretary-Treasurer
American Federation of Government Employees
Washington, D. C.

H. P. Hempy, General Secretary-Treasurer
Brotherhood of Locomotive Engineers
Cleveland, Ohio

G. F. Irvine
Brotherhood of Loc. Firemen and Enginemen
San Francisco, California

Tom Joyce
Switchmen's Union of North America
Scranton, Pennsylvania

John Lundergan
Switchmen's Union of North America
New York, New York

Thomas J. Lyons, President
N. Y. State Federation of Labor
New York, New York

B. F. McLaurin
International Field Organizer
Brotherhood of Sleeping Car Porters
Washington, D. C.

George Meany, Secretary-Treasurer
American Federation of Labor
Washington, D. C.

E. C. Milliman, President
Brotherhood of Maintenance of Way Employees
Detroit, Michigan

Saul Mills, Secretary-Treasurer
Greater N.Y. Industrial Union Council
New York, New York

Thomas O'Brien
Brotherhood of Railroad Trainmen
Boston, Massachusetts

I. M. Ornburn, Secretary-Treasurer
Union Label Trades Department
Washington, D. C.

John Philips, President
Pennsylvania Industrial Union Council
Harrisburg, Pennsylvania

George J. Richardson, Secretary-Treasurer
International Assoc. of Fire Fighters
Washington, D. C.

D. B. Robertson, President
Brotherhood of Loc. Firemen and Enginemen
Cleveland, Ohio

Joseph Salerno, President
Mass. State C. I. O. Industrial Union Council
Boston, Massachusetts

August Scholle, President
Michigan C. I. O. Council
Detroit, Michigan

Ted F. Silvey, Secretary-Treasurer
Ohio State Industrial Union Council
Columbus, Ohio

Anthony Wayne Smith
Congress of Industrial Organizations
Washington, D. C.

Robert J. Watt, Internat'l Representatives
American Federation of Labor
Washington, D. C.

Gardner R. Withrow
Brotherhood of Railroad Trainmen
LaCrosse, Wisconsin

A. Young
Order Railway Conductors of Am.
Los Angeles, California

December 17, 1941
December 17, 1941

Miss Mary Louise Alexander
Office of Civilian Defense
Washington, D.C.

My dear Miss Alexander:

In response to your request of December 11th, we are listing below replies to your questionnaire, according to the numbered items in your letter.

In reading over the questionnaire, it seems to me it is drawn up more for those agencies whose primary need it is to develop intensive contact with citizen groups in order that their program be successful and effective - whereas the work of the Women's Bureau does not rest upon such a basis. Our work concerns status of women as gainful workers, i.e., as paid workers, not as volunteers, and on our own initiative we can investigate working conditions of women (hours of work, wages, safety), and we formulate standards for their welfare.

Now that the defense program has moved into a war program, our work is definitely pointed to extending our surveys of woman employment in factories, and watching trends in other employment of women (such as clerical, trade, government, household employment, business and professional) which will be rapidly changing. Our work does not touch civilian defense directly.

I. a. Function of the Women's Bureau as it relates to defense. To date:

1. Recommending standards for women's employment on defense production, and advising as to any proposed relaxation of labor standards based on special investigations.

2. Investigating defense industries as to occupations and working conditions of women on defense production, to promote their efficiency and safe employment.

3. Investigating new defense developments to discover opportunities for women's employment.

4. Investigating recreational, housing, and transportion facilities for women workers in areas with defense impacts, and formulating standards in these fields.

5. Stressing the need and value of including women extensively in defense training courses.

6. Advising on the extended use of women as a labor supply, and serving as consultants on all questions pertaining to woman labor.

7. Helping to solve women's unemployment problems as a result of priorities.

8. Publishing reports and serving as a clearing house on women workers and defense.

b. Aim and scope of our program with organized groups:

We are cooperating with them in their already expressed interest in women workers, in whatever way our surveys, information, and services fit into their study programs or plan of action (see III and IV).

II. a. Type of organization with which Women's Bureau is working:

In addition to just women's organizations, we cooperate in various ways with a great many different types - notably Government agencies (both Federal and State), labor (including women's auxiliaries), educational, employers' associations, civic and social welfare, religious, and racial.

b. Extent of our contacts:

Our mailing list contains all major women's organizations which have let us know of their interest in women workers; their national headquarters are in direct touch with us, as well as many local branches. Besides women's organizations, the other types of organizations named above are on our mailing list if they have indicated their desire to have our publications. We meet all requests from them as fully as possible, though we can not meet all their needs. We get up material (including exhibits) for special occasions, programs, etc., send speakers, attend conferences, lead round-tables, and so on. We do not maintain mailing lists of organizations separate from individuals, so it is not feasible to find the number of national, state or of local organizations that we are in touch with.

c. Channels through which we work:

We have no such intervening groups as state or regional councils in our administrative set-up. All requests come directly to the Women's Bureau, U. S. Department of Labor, Washington, D.C. (or to its agents operating in different section of the country).

III. Names of national organizations, if fewer than 30, with note on our specific activity with each. We work intensively with fewer than 30, but with a great many more than 30 to some extent. Representatives of the following organizations comprise our general advisory and our special labor advisory boards:

Amalgamated Clothing Workers of America
American Association of University of Women
American Federation of Labor
Congress of Industrial Organizations
General Federation of Women's Clubs
International Association of Machinists
International Brotherhood of Electrical Workers of America
National Consumers' League
National Council of Catholic Women
National Council of Jewish Women
National Federation of Business and Professional Women
National League of Women Voters
National Women's Trade Union League
Steel Workers' Organizing Committee
Textile Workers' Union of America
United Automobile Workers of America
United Rubber Workers of America
United Electrical, Radio and Machine Workers of America
Young Women's Christian Association, National Board

Our specific activity with each depends on the request they send us. (See II. b.)

IV. Present status of our program if working with more than 30 organizations:

Our program is one of cooperation in all ways possible to promote the welfare of women workers, aiding in their own organization programs along these lines, especially in responding to their requests for State studies of women in industry and in a few instances cooperating with them in studies covering their own membership, and advising them regarding proposed State legislation for women workers. We have no "program" in the sense that we are promoting or propagandizing.

Our work goes on its regular way; our field staff has completed several surveys of women in certain defense industries, and is again out on another defense-industry survey.

Our work as consultants and members of various Government and private committees here in Washington, where women workers are affected in the proposed plans, is getting heavier. Our mail is greatly increased, and our furnishing of information to newspaper and periodical writers, etc., is especially increased (at their instigation).

V. Lists we maintain:(a) number of organizations; (b) information on each-

The organizations asking us for material, aid in preparing programs, advice, etc., are so well known to us, over a period of years, that we have no such administrative set-up as your question indicates. We have a simple file of many organizations with their national officers, and usually the D.C. officers if there is a D.C. local branch.

VI. We have current files of certain women's organization periodicals and of some labor papers. The Department library, however, takes a wide range of periodicals (including all the major trade union ones), which are routed to various staff members of the Women's Bureau; if any periodical is lacking, we can get some particular issue from the Congressional Library without trouble or delay. Following is a list of the few publications coming to us regularly and kept on file:

American Assn. University Women Journal
Equal Rights
Independent Woman
International Women's News
National League of Women Voters, Member's Magazine
Womans Press
Women's Work and Education

American Federationist
A.F. of L. - Labor's Monthly Survey
C.I.O. - Economic Outlook
Information Service, Federal Council of the Churches of Christ in America
International Labor Review
Life and Labor
Survey, Survey Graphic

I hope the above information is sufficiently clear. As I stated at the beginning, this Bureau's functions do not cover any aspects of civilian defense, and your plans to correlate Government programs touching civilian defense would therefore not include the Women's Bureau as a coordinating agency in this field, except to call on us as consultants as to possible ways in which women as gainful workers might be drawn into the civilian defense activities.

Sincerely yours,

Mary Anderson, Director.

MVR
RFN
cc

(37)

A CIVILIAN DEFENSE

VOLUNTEER OFFICE

An Official Arm of the Local Defense Council

WHAT IT IS
HOW TO ORGANIZE IT
WHAT IT DOES

UNITED STATES OFFICE OF CIVILIAN DEFENSE

Washington, D. C.

"Volunteer Offices are nerve centers of Civilian Defense work. I strongly urge their establishment under local Defense Councils as rapidly as possible."

Eleanor Roosevelt

Assistant Director.

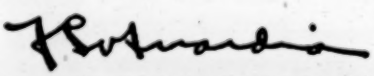
FOREWORD

"We are at war, and there is something for everyone to do. . . .

"If you are anxious to do something, you can volunteer for any kind of needed service. Call your local Civilian Defense Volunteer Office or local Defense Council or any firehouse or police station. Both men and women are needed. The volunteer participation committee has a very important program . . .

"We are comforted by the fine leadership of the President of the United States. The world today knows that we are a united people. The American people have spoken through their Congress. We are ready. We are firm. We are determined. I ask all to cooperate."

DECEMBER 8, 1941.



U. S. Director of Civilian Defense.

TABLE OF CONTENTS

NOTE: ***The contents of this manual are suggestive, not mandatory.***

	Page
What It Is	***1***
How to Organize It	***1***
First steps—Governing Board or Committee—Staff—Quarters and Equipment—Budget—Chart.	
What It Does	***5***
Finds and promotes jobs—Directs volunteers to training—Recruits and enrolls—Refers volunteers to jobs or training courses—Keeps public informed—Makes reports of its work.	
Volunteer Work Opportunities in Civilian Defense	***8***
Civilian Protection—Programs for Unity—Special Services for Armed Forces and Defense Workers—Consumer Programs—Health—Nutrition—Education—Recreation—Welfare Programs—Housing—Red Cross—War Relief Programs.	
Training Courses in Civilian Defense	***18***
Volunteer Enrollment Card	***19***
Work Opportunity Card	***22***
List of Forms	***24***
Regional Directors	***25***
Volunteer Participation Committee	***26***

UNITED STATES OFFICE OF CIVILIAN DEFENSE, WASHINGTON, D. C.

WHAT IT IS

A Civilian Defense Volunteer Office is the community's clearing house for volunteers and volunteer work. It is an official arm of the local Defense Council and operates as the vital link between the Council and the men and women in each community who wish to give of their time and talent during the war. It recruits and enrolls men and women who wish to volunteer their service for Civilian Defense either in the protection programs or in those many programs which give service of all types to citizens; it refers these individuals to the training courses most suitable for their abilities, or directly to volunteer jobs.

A Civilian Defense Volunteer Office is the answer to the need for finding the volunteer more power to help to meet the many new problems which have arisen in communities throughout the country as a result of the war effort. It is the effective answer to the cry, "What can I do to help?"

HOW TO ORGANIZE IT . . . . . .

First steps

The local Defense Council should initiate the formation of a Volunteer Office. However, interested citizens or groups of citizens may offer to assist the Defense Council with the organization of an office. Every State now has a *State* Defense Council. If no *local* Defense Council exists, interested citizens should urge the Mayor or local governmental officials to establish such a Council with a Volunteer Office as one of its local Defense units. Until local Defense Councils are established, interested citizens can set up provisional Volunteer Offices with the understanding that the Office will be attached to the local Defense Council when it is created. Volunteer Offices should be organized with the knowledge and approval of State Defense Councils. Before a local Defense Council organizes a Volunteer Office, the following steps are advised:

Make a careful check to see whether a Civilian Defense Volunteer Office is already in process of formation.

Find out whether the community already has a clearing house for volunteer work, such as a "Central Volunteer Bureau," a "Volunteer Service Bureau," or a "Volunteer Department of the Council of Social Agencies." If so, local Defense Councils are urged to invite such a bureau to consider the advisability of adopting a program in line with this Manual and adopting the official name "Civilian Defense Volunteer Office."

Secure the cooperation of any social planning council which may exist in the community.

Interest men's and women's civic organizations, Chambers of Commerce, service clubs, women's clubs, labor groups, church groups, professional groups, business groups, fraternal orders, etc.

Form, with the cooperation of the social planning council, if one exists, a widely representative organizing committee and include representation of both the Defense Council and the social planning council.

Get the organizing committee to draft a plan for creating the Volunteer Office; the plan should include arrangements for selection of a continuing board to determine major policies and should also provide for financial support of the Office.

When the plan is ready, call a representative meeting—representative both of those who will volunteer and of departments and agencies which will use volunteers—to discuss the plan.

When the plan is accepted, proceed in the approved manner with selection of the board.

Governing board or committee

As the Volunteer Office is a coordinating service belonging to the whole community, it is administered by a board composed of men and women, representative, as far as practical, of all interested community groups—women's organizations, labor organizations, men's civic organizations, patriotic organizations, church groups, youth groups, social-agency boards, fraternal orders, etc. The board should be strictly nonpolitical in character. It should include a liaison representative from both the board of the Defense Council and that of the social planning council.

When the number of interested community groups is too large to make it practical to build an administrative board on a representative basis, an advisory board should be made up of these people. From this board, an executive committee should be elected to be responsible for administration. In rural counties, where there may be fewer organizations to represent, care should be taken to have the board representative of all interested groups.

The board or the executive committee has the usual officers and standing committees on Finance and Publicity.

The viewpoint of officials and professional people—city officials, social workers, doctors, nurses, dieticians, and others in fields which might use volunteers—should be secured through an advisory committee.

Where the Volunteer Office serves an entire county in which there are incorporated cities, towns, and villages, no attempt should be made to represent individual cities or towns on the board. This representation can come through branch offices which handle enrollment and referral of volunteers in the various localities.

Committees

A large paid staff for a Volunteer Office is not recommended even in the case of large metropolitan areas. Since, effective operation of a Volunteer Office requires extensive planning, the board or the executive committee should appoint at least the following three committees (the chairman and the director serving as a member of each, ex officio):

1. Placement Committee—which first secures facts about needs which can be met by volunteers and then refers volunteers to jobs and training courses to meet these needs.
2. Training Course Committee—which lists the training for Civilian Protection Services, clears existing training courses and makes arrangements for the development of needed courses in the various fields of community service.
3. Recruiting and Enrollment Committee—which is responsible for recruiting and enrolling volunteers to fill the jobs found.

These groups plan the above phases of the work, and arrange the training of the volunteer staff who do the greater part of the work of the volunteer offices. Suggestions for the type of training needed are given under *Staff*.

Staff director

A Volunteer Office should, if it is to function effectively, have a full-time director. The duties of the director consist chiefly in organizing and managing the Volunteer Office and guiding its relationships. The principal qualifications are, therefore, administrative ability; knowledge of community organization; initiative; leadership; ability to make good contacts with people.

Small communities, such as towns or rural counties, may be able to secure a well-qualified volunteer who will serve as director. Large metropolitan areas, on the other hand, may have to pay an executive.

Such executives may be found among men or women who have had experience in a council of social agencies, a personnel bureau, or as a college dean or counselor. The board of the Volunteer Office should endeavor to persuade such persons to make their skill available in this emergency.

Other sources for a director are public and private social agencies; the public employment service, which might have on its staff workers who are ready for promotion to an executive position or which might have suitable candidates enrolled with it; and, in larger cities, any private employment service which specializes in handling executive personnel.

Other staff

A Volunteer Office should also have at least one full-time clerical worker. Where branch offices are necessary, there should be in each branch a full-time clerical worker who has executive ability. In small communities such workers may often be persuaded to serve on a voluntary basis, but in large metropolitan areas the full-time clerical workers will more often have to be paid.

Volunteer workers may be used very effectively to carry out the work planned by the Placement Committee and the Recruiting and Enrollment Committee.

The course for training the Placement Committee workers should cover the following topics:

1. Community needs and facilities.
2. The Civilian Defense Volunteer Office—what it is—what it does.
3. Standards of volunteer service.
4. Review of organized community services.
5. How to interview department and agency heads.
6. How to fill out the forms for getting facts about jobs.
7. How to use the files of the Volunteer Office.
8. How to interview a volunteer to check his or her suitability for the job, including the proper approach to a volunteer.
9. How to maintain good relationships with the departments or agencies to which volunteers are referred.
10. How to use referral forms and how to record a placement.

The course for training the Recruiting and Enrollment Committee workers should cover the following topics:

1. Community needs and facilities.
2. The Civilian Defense Volunteer Office—what it is—what it does.
3. Standards of volunteer service.
4. Types of volunteer jobs and qualifications for workers in each case.
5. Review of organized membership groups in the community.
6. Methods of recruiting.
7. How to interview prospective volunteers.
8. How to fill out enrollment cards.

Where volunteers are being trained simultaneously to do the above-mentioned jobs, both time and effort can be saved by having joint sessions of the training courses when basic subject matter is being dealt with. For example, there could be a joint session on "The Civilian Defense Volunteer Office—what it is—what it does." Similarly, there could be a joint session on "Standards of volunteer service." Such economizing should be avoided, however, when a joint session results in bringing together a group larger than 35 or 40, because in such a group discussion is virtually impossible.

In sizable cities where there are many organized services, it will be relatively easy to get leadership for such courses. Rural communities, having less easy access to organized services, should turn to the county welfare department and the extension department of the State University to furnish leadership for training volunteers to do their work.

Quarters and equipment

The size and type of the community affects the quarters needed by a Volunteer Office. Whenever possible, the board should try to get rent-free quarters.

In a community of less than 500,000 population there should be no need for more than one Volunteer Office, unless the residential section is so widely scattered as to make branches advisable. In communities of over 500,000 and in densely populated counties, however, there is need for branch offices. There should usually be a branch office in each local university or college. The board of the Volunteer Office should determine how many branches are needed and what locations would be strategic. Both the central office and the branches must have space which provides adequately for privacy in interviewing and for necessary filing equipment.

In the case of both the central office and branches, quarters should be bright and attractive, decorated by a flag, defense posters, and any other material which will aid in making civilians realize the urgency of the defense program. A little time and thought by a group of volunteers can produce most desirable looking quarters without necessitating any large outlay of funds.

The matter of adequate files for Volunteer Offices is extremely important. When a hundred volunteers must be made available immediately to a local civilian protection program, the files must be geared to yielding such information speedily. Moreover, this operation must be performed with a minimum of disorganization to the total file, so that the Volunteer Office will be ready to handle a call for fifty additional volunteers which may come in shortly thereafter.

It is impossible in a manual of this sort to discuss in detail the filing system of a Volunteer Office. The various branches of the United States Employment Service, located in all States and in over 1,500 localities, have personnel who are expert in the matter of filing. It is therefore suggested that Volunteer Offices secure advice from their nearest public employment office. Using this group is doubly wise, because they are near at hand for additional advice when it is needed. This manual contains a list of the forms usually needed in Volunteer Service Offices and displays two of the forms. This material can be used as a basis for discussion in the conference with the public employment office. Care has been taken to make the suggested forms simple. If Volunteer Offices use their own forms, they should keep them simple.

Budget

If the community is a very small city or town, or a rural county, the cost of operating a Volunteer Office may be virtually nothing. Some organization, like the public school or the Red Cross, will probably lend someone to direct the office, and the detailed work will be carried on by the volunteers whom the director will train. In larger communities, local business firms with trained personnel directors may be persuaded to loan them to organize and direct the Volunteer Office. Quarters may be loaned and so may furniture and filing equipment. The only cash expenditures may be for such items as telephone, stationery and printing, postage, and office supplies. In many communities even printing may be donated.

In large communities where it is impossible to borrow a qualified director, a paid director will be required, for the Volunteer Office must be organized and operated on a businesslike basis. In such communities, where branch offices are necessary, a director, a paid clerical worker, and a paid clerk in each branch are essential. Funds for operation will have to be secured, even though quarters, furniture, and filing equipment have all been donated.

When funds must be secured, the board of the Volunteer Office should request the local Defense Council or the mayor for support. It is also well to request support from civic and service organizations, women's organizations, community chests, etc. When securing support from organizations of this sort, it is preferable to have a number of them, rather than one, contribute, so that the Volunteer Office will not be thought of as the project of any one group.

It is not practical to discuss here the amount needed to operate a Volunteer Office because this figure will vary greatly in relation to the size of the community and the amount of paid staff needed.

WHAT IT DOES . . . . .

Discovers community needs for volunteer services

In total war it is imperative for volunteers to serve in the protective programs such as air raid warden service, bomb squads, rescue squads, etc. England's experience has amply demonstrated, however, that if communities and citizens are to survive total war, it is of equal importance for volunteers to work in community service programs where children and families and the sick are cared for. Consumers must be kept informed; facts concerning nutritional values of food must be given out; there must be widespread discussion of important questions of the day. Accordingly, it is essential for a Volunteer Office to promote volunteer service in every phase of community activity. The Placement Committee should list and describe work opportunities in all of the following fields of service:

Civilian protection programs

Services such as:

a. Auxiliary Firemen.
b. Rescue Squads.
c. Auxiliary Police.
d. Bomb Squads.
e. Fire Watchers.
f. Feeding and Housing.
g. Emergency Medical Personnel.
h. Nurses' Aides.
i. Demolition and Clearance Crews.
j. Road Repair Crews.
k. Decontamination Squads.
l. Messengers.
m. Drivers Corps.
n. Staff Corps.
o. Other.

Special programs created by the emergency:

USO Programs for Armed Forces.
Programs for Defense Workers and their Families.
Salvage Programs.
Sale of Defense Savings Bonds.
Democracy Programs.
Programs in Liaison with War Relief Organizations, etc.

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Community programs intensified by the emergency

Health.
Nutrition.
Consumer Education and Protection.
Family Security.
Child Welfare.
Recreation.
Education.
Social Protection, etc.

The Placement Committee should, when discovering volunteer jobs, also learn for which jobs training is needed and whether adequate training is already available or must be developed. This information it passes on to the Training Course Committee.

The Office of Civilian Defense is issuing, in cooperation with the Office of Defense Health and Welfare Services and other Federal Departments, manuals listing and describing what volunteers can do in various fields of community service and what training they should have. These manuals will be of great assistance to Volunteer Offices in ascertaining the needs of the community and providing ways in which volunteers can help to meet them.

In promoting the wise use of volunteers in community service agencies, the Placement Committee should urge all organizations or agencies to take the following steps in order to provide a sound foundation for the building of a good volunteer program:

Appoint a member of the board as chairman of volunteers.

Assign a staff member or staff members to supervise volunteers.

Analyze the total work to see what jobs are suitable for volunteers, preparing in the case of each job a description covering duties, time required, qualifications necessary—including special training—and arrangements for supervision.

In large cities or suburban counties where the Volunteer Office is set up with branch offices, the job of discovering and promoting jobs for volunteers belongs entirely to the central office. If a branch office should learn of jobs where volunteers are wanted, it should notify the central office in order that the director, or the volunteers trained to do job-finding, may check the opportunity to determine whether the work is suitable for volunteers and whether the training and supervision are adequate.

Clears training program

The Placement Committee secures much information on training when it locates jobs. The Training Course Committee must be sure that all training courses are listed, both those for civilian protection services and those for the various fields of community service. The Training Course Committee should make arrangements for the development of needed courses in the various fields of community service so that when volunteers enroll they may be directed at once to any training which is necessary for the job in which they wish to be placed.

If the study of the local training program reveals that important types of training are lacking, the Training Course Committee should take the initiative in making arrangements for the proper organizations to offer such additional courses and apprentice training as the community may need. If the missing part of the training program is in a field where a nationally standardized course has been developed, the Training Course Committee should urge appropriate local organizations to offer such courses. If the training needed is purely local in character, the Training Course Committee should persuade whatever local organizations are best fitted through personnel and equipment to take on this responsibility.

In large communities where there are branch offices the entire responsibility for clearing training programs should be lodged with the central office.

Recruits and enrolls volunteers

A Volunteer Office must recruit actively so as to make available to its Civilian Defense program the best volunteer skill in the community. In order that there should be one central index of the skills of the community's available manpower for possible use in an emergency, it is essential that organizations who already have lists of volunteers do one of three things: (1) Give duplicate registration cards to the Volunteer Office; (2) strongly urge their volunteers to register in person at the Volunteer Office; or (3) have one of the Placement Secretaries of the Volunteer Office come to the organization and officially register its volunteers. Individuals who are already volunteering their time should register that fact when they register at the Volunteer Office. If the organization and the volunteer so desire, the card may indicate the fact that the volunteer will be called for further work only in case of a real emergency in the community.

Recruiting plans should be made at the central office even if a community has branch offices. Much recruiting could be done through contacts with organized groups—professional organizations, civic organizations, industrial groups, labor groups, church groups, women's groups, etc. Such contacts are more easily made from the central office.

Enrollment should be decentralized, particularly if the city is a large one. Enrollment centers should be set up temporarily in schools, fire houses, or other centrally located facilities and in addition staff from the central office should be sent to industries, clubs, etc. to take enrollment there. Enrollment, is, of course, continuous after the initial period. It then takes place either at the central office or branch offices depending upon the plan of organization. In communities which are small enough to have only a central office, enrollment should take place as soon as adequate staff has been trained. The same may be true in communities which have branch offices. However, in such communities it may be impossible to secure sufficiently well-trained volunteers to man all branches at once. In this case, the expedient thing to do is to stagger the initial enrollment, moving the well-trained staff from branch to branch until the entire job is done.

Branch offices should send duplicates of all enrollment cards to the central office. This is important in order that:

There may be one place of information regarding the vital tasks volunteers are prepared to do.

The central office may know in emergencies where to find quickly special types of ability.

Refers volunteers to jobs or training courses

After the groundwork for operation has been laid, the Placement Committee can begin its task of connecting volunteers with training courses or jobs. This is the heart of the work.

Volunteers are referred, not assigned. Both the divisions under the Citizens' Defense Corps and the various community organizations and agencies using volunteers have the right to accept or reject any volunteer sent to them.

There are two principles which are basic to effective placement of volunteers. Every Volunteer Office should heed them. They are:

1. That volunteers should be placed where they are best fitted to serve, following the same principles which hold for good placement of paid workers.
2. That volunteer service which is of a part-time or temporary nature should be supplementary to that of a full-time staff, whether paid or volunteer, so that there may be continuity in the program.

Referral to training courses can be made immediately after enrollment with the understanding that when the quota for a class becomes filled, volunteers may have to be placed in a second or third section of a course.

In communities where there is only a central office, referral of qualified persons to jobs may be made immediately after enrollment. In communities where branch offices are necessary, referral to jobs at the time of enrollment is possible only when those jobs are to be done within the area which the branch serves. Only then is there no possibility of duplication between branches. In the case of other jobs, branches may make referrals only when the central office requests them to do so. In such large-scale placement as Volunteer Offices are expected to carry on, it is not practical to give every volunteer an interview in addition to the one at the time of enrollment. Volunteers should be referred without subsequent interview to all temporary jobs where large numbers are needed, and to other large-scale activities where the service is to be of a relatively short duration. However, those volunteers who are to fill regular long-time jobs where it is of the utmost importance for the volunteer to be carefully selected, should be given an additional interview.

Maintains good standards of service

A Volunteer Office should communicate periodically with the departments and agencies where it places volunteers. This is essential in order that the volunteer may find the most satisfactory channel of service and the agency the most satisfactory workers. In instances where the volunteer or agency is not satisfied a change should be made. It is good neither for the morale of the volunteer nor the agency to allow a person to remain as "a square peg in a round hole."

It is neither practical nor expedient in large-scale placement of civilians, however, to secure individual reports on the work of each volunteer. An informal contact with each agency is all that is possible. Wherever practical, individual workers in the Volunteer Office should be assigned responsibility for keeping in touch with specific groups.

Keeps the public informed

The community must know of the facilities and work of the Volunteer Office, if it is to be of maximum usefulness. It is, therefore, highly important that through the press, on the air, through speakers before organizations, and through informative leaflets and bulletins, the work of the Volunteer Office and the ways in which volunteers are serving be kept constantly before the public. Publicity of this sort stimulates civilians to volunteer and agencies to develop additional ways in which volunteers may serve. There is need for a carefully worked out plan. The publicity committee of the Volunteer Office does this job in cooperation with the Defense Council's publicity committee.

Makes reports of its work

A Volunteer Office must report to the local Defense Council such facts as are requested by the Regional Office of Civilian Defense through the State Defense Council and at such intervals as the Regional Office requires.

VOLUNTEER WORK OPPORTUNITIES IN CIVILIAN DEFENSE

It must be remembered, that the word "volunteer" is used in this manual to mean a person who gives service without pay. Volunteers supplement the services of paid staff. They should be oriented, trained and supervised. A volunteer is not necessarily an untrained person. When nurses, social workers, nutritionists, occupational therapists, recreation leaders, educators, etc., volunteer their services, encourage them to do so. Such volunteers are especially helpful in training and supervising other volunteers.

The following list indicates types of service, playing a major part in strengthening the home front, which volunteers can perform. It has been prepared by the Federal agencies active in each field. It does not cover every possible activity. Furthermore, all of these activities will not need to be performed in every community.

VOLUNTEER OPPORTUNITIES IN:

I. Civilian Protection Programs

1. Act as auxiliary firemen.
2. Serve in rescue squads.
3. Act as auxiliary policemen.
4. Serve in bomb squads.
5. Act as fire watchers.
6. Serve in emergency food and housing corps.
7. Serve as auxiliary medical personnel.
8. Give nurses' aides service.
9. Serve in demolition and clearance crews.
10. Serve in road repair crews.
11. Serve in decontamination squads.
12. Give messenger service.
13. Serve in drivers' units.
14. Serve in staff corps.
15. Other.

II. Special Services for Armed Forces and Defense Industry Workers

1. Assist in information centers for men in uniform and families.
2. List restaurants and lodgings with prices.
3. Prepare a guide on community facilities.
4. Make arrangements for week-end dormitory facilities.
5. Investigate room vacancies and maintain a room registry.
6. Mend clothes of men in uniform at camp centers.
7. Secure home town editions of papers from local editors.
8. Prepare a list of current amusements.
9. Prepare a list of available recreation facilities.
10. Organize athletic contests; plan outings; provide increased recreation facilities in the community.
11. Prepare a magazine and book collection for camp libraries and community centers.
12. Serve as hostesses, chaperones, dance partners, etc.
13. Assist in recreation programs in service men's clubs and similar centers for defense workers.
14. Arrange a home hospitality program for men in uniform.
15. Arrange special transportation for community events.
16. Arrange for guest tickets or price reduction for community events.
17. Provide transportation facilities for defense industry workers, where none exist, to their place of employment and for men from the camps to the nearby towns.
18. Provide children of defense workers who live in trailers or in housing projects with opportunities for play, story telling, and dramatization under suitable conditions.
19. Provide supervised transportation for these children to and from playgrounds and other recreation activities.

III. Consumer Programs

A. *Informational and Educational Programs.*

1. *Consumer centers.*

Assist in establishing and operating consumer centers. (*Handbook on National Defense Consumer Information Center* available upon request

from the Consumer Division, Office of Price Administration, Washington, D. C.) Volunteers, both professional and nonprofessional are needed to promote, organize, and administer programs; to teach and provide technical consultant services on consumer problems; and to learn wise buying, conservation, and use of substitutes in order to apply such knowledge in their own homes.

In the consumer centers, volunteers will:

a. Assemble, prepare, and distribute informational materials on supplies, substitutes, wise buying, and other consumer problems within the center and to neighborhood groups.

b. Receive, analyze, and summarize consumer reports.

c. Advise individual consumers on their budgeting and buying problems.

d. Assist organizations with their consumer educational programs and conduct classes and discussions.

e. Guide consumers in the use of available services of Federal, State, and local agencies which can serve consumers.

2. *Public forums, discussions, and radio programs.*

a. Promote and participate in public forums and study groups on food buying problems, budgeting, intelligent family shopping, and on protective and economic public services directly affecting consumers, such as weights and measures inspection, milk ordinances, food and drug control.

b. Promote a local market news broadcast for consumers.

3. *Consumer programs in neighborhoods and organizations.*

Promote and participate in consumer classes, discussion groups, and projects within organizations and neighborhoods.

B. *Conservation Programs.*

1. Join in community food conservation programs. Take stock of local fruit and vegetable surpluses and arrange for collection and distribution in fresh or preserved form through school lunches, community kitchens, etc.
2. Work with neighbors to make best use of existing equipment such as washing machines and automobiles, and to achieve housekeeping economies.
3. Form groups to learn how to keep things in repair.

C. *Federal, State, and Local Consumer Protection Programs.*

1. See that such consumer protection laws are enforced as those relating to weights and measures, safety, sanitation, food and drugs, and anti-profiteering.
2. See that consumer services are supplied where needed, such as school lunches, low-rent housing, low-cost milk distribution, and municipal markets.

IV. Health Programs.

A. *Hospitals, public and private, general and specialized.*

1. *In the out-patient department.*

Operate an appointment system for patients.

Act as guides for patients referred to other clinics or sections of the hospital.

Give clerical assistance, take notes from doctors, or give messenger service to doctors, nurses, clinic supervisors, etc.

Transport patients.
Weigh and measure patients.
Assist with mothers' clubs, teach certain aspects of child care.

2. *In the wards.*
   Give nurse's-aide service (after passing Red Cross nurse's-aide course) to assist registered nurses so that they may extend their services to more patients.
   Perform messenger service for patients and personal services.
   Escort patients to other hospital departments, such as X-ray physiotherapy, etc.
   Give routine information on patient's condition in answer to telephone inquiry.
   Help to initiate and maintain recreational program.
3. *At the reception desk.*
   Issue passes to visitors.
   Direct or guide visitors within the hospital.
   Give information about visiting hours, transit routes, and such matters.
4. *In the patients' library.*
   Inaugurate a library if none exists; catalogue books; review and distribute books and magazines to patients.
5. *In the occupational therapy department.*
   Collect necessary materials.
   Teach crafts.
   Assist professional therapists with simple aspects of treatment.
6. *In the supply room.*
   Make surgical dressings; fold supplies; mend linen and hospital gowns.
7. *In the social service department.*
   Make arrangements for convalescent care, appliances, etc.
   Give messenger service to case workers.
   Transport patients.
   Assist case workers.

B. *Clinics* of all kinds—whether operated independently under city health departments, under visiting nursing associations, tuberculosis and health associations, or other auspices.
   (For detailed volunteer opportunities see *Hospitals—Out-patient department, reception desk, social service department, nurses' aide service.*)

C. *Convalescent homes, institutions for the handicapped* (children and adults).
   Organize play services of various types; conduct story-telling hours for children; lead singing groups; arts and crafts groups; etc.
   Write letters.
   Supply transportation.
   Give clerical assistance and messenger service to doctors and nurses.
   Operate a library.
   Conduct recreation program.

D. *Tuberculosis and health associations and cancer societies.*
   Promote immunization campaign.
   Assist in clinics operated by the associations (for details, see *Clinics*).

Transport patients and staff.
Show health education movies to groups; speak before groups or on radio.

E. *Public health nursing programs.*
Give nurse's aide service (after passing Red Cross nurse's aide course) to assist the public health nurse.
Assist with mothers' classes.
Assist in clinics.
Give clerical assistance.
Teach cooking to patients' families.
Give recreational work to patients, such as knitting, basketry, etc.
Make surgical supplies and layettes.
Give motor service.
Develop a library and other services for shut-ins.
Speak before groups or on radio on matters of health education.

F. *City or county health departments.*
Give nurse's aide service (after passing Red Cross nurse's aide course) in baby health clinics, prenatal clinics, field nursing services.
Man information centers on health facilities.
Give motor service.
Assist in clinics—as indicated under *Hospitals.*
Teach first aid.
Promote immunization campaigns.
Promote venereal disease control, especially in defense areas.
Work on education programs for better nutrition.
Assist laboratory technicians.

V. Nutrition Programs.

In the National Nutrition Program, activities are being organized in all parts of the country under the auspices of State and local nutrition committees. There are two types of volunteers, the professionally trained volunteer and the nonprofessional volunteer.

The professional volunteer may:

A. Serve as consultant and adviser on all nutrition projects.
B. Teach refresher and other courses in nutrition.
C. Lecture on nutrition subject matter.

The nonprofessional volunteer may be one of two groups:

I. Those who have taken special courses in nutrition.

A. Nutrition Aide: has completed a course satisfactory to the State nutrition committee of at least 20 hours' work in the fundamentals of nutrition and their application to community needs. Such courses are given by the American Red Cross, State and county Extension Services, State and local school systems, and universities or colleges.

A Nutrition Aide may:

1. Participate in group feeding projects.
2. Participate in cooking demonstrations.
3. Advise on food buying and preparation.
4. Set up exhibits.
5. Assist in classes.
6. Speak on nontechnical subjects.

II. Those who have administrative ability or special skills. They may:

1. Assist in organizing and administering the program
   - Group Feeding Projects
     - School Lunches
     - Cooperative Kitchens
     - Playgrounds
     - Recreation Centers
     - Defense Areas
     - Industrial Centers
     - Settlement Houses
   - Courses, Classes, Lectures
   - Consultation Services
   - Equipment Pools
   - Fund Raising
2. Publicize the nutrition program
   - Press
   - Radio
   - Posters, Exhibits
   - Films
3. Assist in promoting economic assistance projects
   - School Lunches
   - Low-cost Milk Projects
   - Cooperative Storage Plants
   - Community Gardens, Canning Projects
   - Food Stamp Plan
4. Carry out the machinery of the program
   - Clerical work
   - Transportation
   - Photography
   - Exhibit Preparation
   - Poster Making
   - Gardening
   - Food Preparation and Service
   - Library Service

VI. Democracy Programs.

1. Develop forums or "town hall meetings" discussing local, national, and international topics, etc.
2. Develop prodemocracy programs, including essay contests, poster contests, speech contests.
3. Arrange for library exhibits to coincide with topics under discussion (see above); for portable book exhibits at place of meeting; for traveling book exhibits on democracy and community problems.
4. Sponsor activities which will bring people of different nationalities together—including discussion programs, pageants, etc.
5. Establish classes in English, American history, and citizenship.
6. Form classes to study local government.
7. Work for improved intergroup relations.
8. Work on committees concerned with promoting and safeguarding civil liberties.

9. Work on programs for salvaging needed materials.
10. Work on campaign promoting sale of defense bonds and stamps.

VII. Education.

A. *Public schools.*

1. *General.*

Assist in testing sight.
Assist in testing hearing (audiometer).
Give motor service.
Give clerical service.
Assist in the conduct of parent-teacher programs aimed at physical preparation of the pre-school child for school life.
Assist health authorities in the schools during immunization campaigns; also during outbreaks of children's diseases.
Assist school health workers in conducting the health examination of school children and the follow-up of those found in need of medical attention.
Teach classes in home hygiene and care of the sick.
Teach classes in first aid.
Organize and conduct, when authorized by defense authorities, "collection campaigns" that may contribute to the supply of materials for defense purposes of which there is a shortage; provided that the campaign is such that it makes it advisable for the participation of school children.
Conduct a clean-up campaign for school grounds and individual homes; improve school ground areas.

2. *In the visiting teacher department.*

Aid case workers by friendly visiting and assisting with special outings for children.
Tutor sick or retarded children.
Take children to and from clinics or special schools.
Give clerical assistance.

3. *In the vocational guidance department.*

Aid counselors in interviewing and following up children.
Collect occupational information.
Make studies of special groups of out-of-school youth.
Give clerical assistance.

4. *In classes for handicapped children.*

Assist in the conduct of classes for the crippled, the partially blind, the partially deaf, mentally deficient, tuberculous, cardiac, and other children generally found in special classes.
Teach crafts.
Tutor bed-ridden children.
Teach Braille; copy books in Braille. (See Red Cross.)

5. *In the school lunch department.*

Aid the manager or dietitian.
Give clerical assistance.
Assist in service.

6. *In small schools that do not have lunchroom facilities.*

Cooperate with local nutrition committees by:
Helping to plan menus in terms of supplies available.

Discovering what types of morning and evening meals the children have as a basis for planning the school lunch.

Helping to prepare a hot lunch.

Sending home to parents copies of the school lunch menus.

VIII. *Character Building, Recreation, and Informal Education.*

A. *Public recreation departments; public school recreation centers; settlement houses; libraries; community centers; local units of national agencies such as Boy Scouts, Girl Scouts, Campfire Girls, Y. M. C. A., Y. W. C. A., church groups, etc.* In such agencies, the volunteer jobs related to the various types of activities are relatively the same. The principal ones are:

1. *In air-raid shelters.*

   Lead games and activities.

2. *On playgrounds.*

   Lead active games, lead quiet games, tell stories, coach athletics. Act as life savers in swimming pools.

3. *In clubs and classes.*

   Act as leaders for all sorts of interest groups, such as sewing, cooking, art, music, drama, crafts, etc.

   Act as leaders for adult discussion groups on current topics.

   Teach a variety of subjects, such as current events, citizenship, art and music appreciation, etc.

   Arrange special activities.

4. *In libraries.*

   Organize book drives; sort and arrange books. pamphlets, clippings, and pictures.

   Secure and furnish a suitable reading room in areas without adequate library facilities.

   Act as custodian of books in areas without adequate library facilities.

   Give radio talks, book talks, and arrange forums to encourage reading of books related to the national defense program and the American way of life.

   Transport books to outlying districts, welfare organizations, and to industrial plants.

   Assist librarian, give clerical assistance, arrange exhibits, lead discussion groups on books read by children.

5. *In administration.*

   Give clerical assistance, assist with publicity, keep clipping file, make statistical reports.

B. *Special programs for physical fitness.*

Assist as individuals and in group efforts to build hard bodies with sound nerves for resistance to prolonged strain.

IX. *Programs of Family Security, Child Care, and Service to Single Persons.*

A. *Protective Agencies,* including social protection programs in defense areas. (Same general services as Private Family and Children's Agencies, see below.)

1. *In Service Centers* in defense areas where girls and women receive temporary care and social assistance while working out their individual difficulties.

   Help locate available buildings and furnishings.

   Give clerical assistance.

Supervise or arrange recreation, as library, movies, games.
Plan special parties.
Collect magazines and books.
Take patients to clinics.

B. *Day Nurseries*—especially those near defense industries using women workers.
Supervise play; lead clubs; teach dancing, music, crafts, etc.
Help with physical care.
Tell stories or read to children.
Arrange special parties—birthday, Christmas, etc.
Give clerical assistance.

C. *Nursery Schools.*
(Same general services as Day Nurseries.)

D. *Private Family and Children's Case-work Agencies.*
Make friendly visits to aged, blind, shut-ins, refugees, etc.
Give motor service.
Accompany children or handicapped persons to clinics.
Tutor handicapped or specially gifted children.
Shop for children or handicapped persons.
Gather furniture or household equipment to rehabilitate families.
Study food requirements in relation to budget requirements.
Cooperate with local nutrition committees in working out low-cost diets.
Operate used-clothing shops.
Verify official records—statistical, school, etc.
Tabulate information on community resources for use of clients and staff members.
Give clerical assistance.
Answer telephone or operate switchboard.
Gather and tabulate factual data from agency records.
Act as receptionist, receiving clients, directing to right source, taking preliminary information, etc.

E. *Departments of Public Welfare.*
Because of the legal foundation of these agencies, certain responsibilities, such as establishing eligibility, determining the amount of the grant, etc., must be exclusively the responsibility of the paid staff. However, many of the volunteer services now rendered in private family and children's agencies point to possible opportunities for volunteer service in a public department. Such service would assist the paid staff and make the client's contacts with the agency of a more helpful and beneficial nature. One particularly valuable contribution of volunteers in public welfare is public interpretation.
(Volunteer opportunities under these agencies are the same in general as those listed above under Private Family and Children's Agencies.)

F. *Traveler's Aid Societies.*
(Same general services as private family and children's agencies.) Assist in information services in terminals and railway stations. Provide recreation for children between train connections.

G. *Legal Aid Societies.*
Give legal advice and help to clients unable to pay for such counsel. (Lawyers only qualify.)
Give clerical assistance.

H. *Probation and Parole.*

Assist probation officers, parole advisers, etc.

Act as personal, friendly adviser as "big brother" or "big sister."

Give clerical assistance.

Take children to clinics.

I. *Institutions for Children.*

Give clerical assistance.

Act as receptionist.

Supervise recreation; direct dramatics; teach music, art, dancing, crafts. Read to children and tell stories.

Arrange outside recreation, such as drives and trips to movies, museums, etc.

Take patients to clinics.

Assist paid staff with physical care.

Tutor in basic school subjects.

Collect books and magazines; act as librarian.

J. *Maternity Homes.*

(Same general services as Institutions for Children.)

X. *Housing Programs.*

Make vacancy surveys and inspect vacancies in accordance with the standards established by the federal Division of Defense Housing Coordination and to local Homes Registration Office.

Lead recreation clubs and classes in housing projects.

XI. *American Red Cross Programs.*

There are opportunities for volunteer work in all the services of a *Red Cross Chapter* and particularly in the eight Corps groups under Volunteer Special Services, briefly described as follows:

1. *Staff Assistance Corps*—serves as an organizing and record-keeping staff whose help is available to all other services. Its members file, type, keep books, prepare reports, work on information and reception desks, translate, and organize classes for other services.
2. *Production Corps*—provides clothing for refugees, hospital comfort articles, and surgical dressings. Its members sew, knit, mend, and operate electric cutting machines and sewing machines.
3. *Braille Corps*—makes books for the blind. Its members transcribe, duplicate, and bind books in Braille, read to the blind, and teach them to read the Braille system.
4. *Canteen Corps*—undertakes emergency family and group feeding in times of local disaster, national emergency, or war. In normal times, they serve at Chapter houses and sponsor such projects as gardening, canning, and school lunches. (See American Red Cross pamphlet No. 722, Rev. Oct. 1941.)
5. *Motor Corps*—provides transportation in connection with regular Chapter activities—Services to the Armed Forces (including Home Service), Disaster Relief, and Junior Red Cross. Also, they may aid local or national philanthropic organizations. (See American Red Cross pamphlet No. 417, Rev. Oct. 1941.)

6. *Nurses' Aide Corps*—assists the professional nursing staff of hospitals, clinics, public health nursing organizations, schools, and industrial hygiene services. Its members work under the supervision of registered nurses. The requirements for membership in this Corps are stringent and the training course approved by the Office of Civilian Defense is mandatory.
7. *Home Service Corps*—assists the Chapter to discharge its obligation to active service and ex-service men and their families. Its members visit and interview families and individuals under supervision. Training in social case work practices is required of all applicants.
8. *Hospital and Recreation Corps*—is concerned with the maintenance of the morale of the active and ex-service men in hospitals. Under the direction of the medical officer, its members provide recreational work for the patients. They may also act as receptionists in clinics. The satisfactory completion of a prescribed course and of a probationary period is required of all who wish to join the Corps.

XII. War Relief Programs

A. *Production.*
Knit.
Sew.
Make surgical dressings.
Pack such material for shipping.
B. *Office and Clerical Work.*
C. *Publicity, Speaking, etc.*
D. *Messenger Service.*

Training Courses in Civilian Defense

The following are typical of training which is under way or contemplated:

Health—Hospital work, occupational therapy, home nursing, physical fitness, first aid.
Family and Child Welfare—Case-work aide service, child welfare service.
Recreation—Group leadership, mass recreation.
Consumer Programs—Leadership training, consumer education.
Nutrition—Nutrition leader, nutrition aide, nutrition apprentice.
General—Publicity, public speaking, community needs and facilities.

Some standardization of training for volunteers has been done. The following are instances:

Training	Agencies standardizing	Auspices of training
First aid	Office of Civilian Defense and American Red Cross	Red Cross.
Nurses' aide	Office of Civilian Defense and American Red Cross	Red Cross.

Training responsibilities for civilian protection in the Office of Civilian Defense are limited to the issuance of instructional data to be applied by the State and local defense organizations and to whatever guidance in setting up instructional schools may be necessary.

In many subdivisions of the civilian defense set-up, a large portion of the instruction can be applied only after enrollment, since the type of instruction is essentially practical in character, and not necessarily uniform in scope as between localities. For instance:

Air-raid wardens.
Fire watchers.

Rescue squads.
Auxiliary police.
Auxiliary firemen.
Demolition and clearance squads.
Road-repair squads.
Staff corps.
Decontamination squads.
Bomb squads.

The thoroughness of the instruction required in large cities, to contend with the intricate problems involved in congested areas and skyscraper buildings, will not be essential in the thousands of smaller communities. The test of efficiency must be applied by local conditions.

Courses now worked out and of use in equipping workers for civilian protection duties are:

Nurses' aide.
First aid.

Types of instruction now being developed and of use in civilian protection are:

Fire fighting.
Gas defense.

VOLUNTEER ENROLLMENT CARD

The Volunteer Enrollment Card which follows is suggested for both large-scale and small-scale operations.

In interviewing a volunteer, the registrar uses not only this Volunteer Enrollment Card but also a mimeographed list of Work Classifications. This should be prepared locally and contain all work opportunities available for volunteers. The list of Volunteer Work Opportunities contained in this Manual will be suggestive. The registrar discovers which of the types of work classified the volunteer is able to do and on the basis of this classifies the volunteer in the column of the Volunteer Enrollment Card headed, "Work Classification." She does this, however, only after completely interviewing the volunteer and filling out both sides of the Volunteer Enrollment Card.

An easy way to file the Volunteer Enrollment Card is to use a white card for the interview and for listing the volunteer's various work classifications. This card is then filed according to the first classification, i. e., the main skill of the volunteer. Blue cards should be used for listing any other work classifications of the volunteer, a separate card being used for each and these should be filed according to the secondary skills of the volunteer. The primary skill, Classification 1, should be listed as Classification 2 on the blue card or cards, so that quick reference can be made from the blue card to the white card. Blue cards need contain nothing else except the volunteer's name. The Volunteer Enrollment Cards should be filed in alphabetical order according to work classifications, e. g., typists would be filed under the letter "T" and nurses' aides under the letter "N."

A master file arranged alphabetically by surnames and giving the address, telephone number, and primary work classification of each volunteer should be maintained as a means of locating in the Volunteer Enrollment File the cards of any particular person when all that is known about him or her is the name.

Work Opportunity Card

The Work Opportunity Card which follows is designed for recording information about the types of jobs which volunteers can do. One card should be filled out on each type of job. The cards should be filed in alphabetical order by the name of the agency.

VOLUNTEER ENROLLMENT CARD

ENROLLING OFFICE

LAST NAME (PLEASE PRINT)	FIRST	MIDDLE	WORK CLASSIFICATIONS	TRAINING DESIRED
HOME ADDRESS	PHONE		1	
CHANGE ADDRESS	PHONE		2	
BUSINESS ADDRESS	PHONE		3	
CHANGE ADDRESS	PHONE		4	

IF MARRIED, NAME OF HUSBAND OR WIFE	NUMBER OF CHILDREN UNDER 6 YEARS	IN GRADE OR HIGH SCHOOL	FORMER MILITARY SERVICE BRANCH

AGE	PLACE OF BIRTH	IF FOREIGN COUNTRY STATE WHETHER NATURALIZED

VISION	HEARING	TELEPHONE VOICE	PHYSICAL FITNESS FOR CHOSEN WORK	HEIGHT	WEIGHT

SKILLS, SPECIAL INTEREST, OR HOBBIES

LANGUAGES (SPECIFY)	ENGLISH S R W	S R W	S R W	S R W	WILLING TO GIVE BLOOD	PASSENGER CAR AVAILABLE	LICENSED DRIVER	DATE

TIME AVAILABLE

S

M

T

W

T

F

S

TIME NOT AVAILABLE

(OVER)

EDUCATION: GRAMMAR SCHOOL_____ HIGH SCHOOL_____ COLLEGE_____ PROFESSIONAL_____ TECHNICAL OR BUSINESS_____

YEARS COMPLETED_____

VOLUNTEER TRAINING COURSES COMPLETED_____

WORK RECORD

NAME OF OCCUPATION	DUTIES	
PRESENT		DATE BEGAN
		PAID VOLUNTEER
NEXT PREVIOUS		DATE BEGAN
		DATE LEFT
		PAID VOLUNTEER

REFERRAL RECORD

DATE	NAME OF ORGANIZATION	KIND OF WORK	ACCEPTED Y	ACCEPTED N	DATE STARTED	DATE STOPPED	REMARKS

REMARKS

SIGNATURE_____

WORK OPPORTUNITY CARD

AGENCY		WORK CLASSIFICATION	NUMBER WORKERS NEEDED
ADDRESS PHONE		SUPERVISOR	
PERSON TO CONTACT		PERSON TO WHOM WORKER REPORTS	
SEX	EDUCATION	EXPERIENCE	
AGE RANGE	PERSONAL QUALIFICATIONS	PHYSICAL QUALIFICATIONS	
MARITAL STATUS	DUTIES TO BE PERFORMED		
HOURS			
TEMPORARY			
PERMANENT			
OTHER (SPECIFY)			
EMPLOYMENT FACTORS		RECEIVED BY DATE	

(OVER)

VOLUNTEERS REFERRED

DATE REFERRED	NAME	RESULT	DATE LEFT	REMARKS

LISTS OF FORMS

Volunteer Offices need a large number of forms, some printed, some mimeographed. What follows is merely the minimum.

1. Form for recording information about jobs. This should be a printed card, 5 by 8 inches. See page 22, Work Opportunity Card.
2. Form for recording information about training courses. This can be a letter size, mimeographed sheet, 8½ by 11 inches.
3. Form for recording information about organizations: Set-up, personnel, standards of work, adequacy of volunteer program. On this form can also be listed the types of jobs in which this organization uses volunteers and the types of training courses which it offers. This can be a mimeographed sheet, 8½ by 11 inches.
4. Form for recording information about the volunteer. This should be a printed card, 5 by 8 inches. See page 20, Volunteer Enrollment Card.
5. Form for recording names, addresses, telephone numbers, and primary work classification of volunteers. This is the master file which makes possible the location of Volunteer Enrollment Cards when only the name of the volunteer is known. This can be a mimeographed card 3 by 5 inches.
6. Form for introduction of volunteer and notice of result of agency interview. This should be mimeographed on a United States postal card. It can be presented by the volunteer to the organization, filled out by the organization to indicate acceptance or rejection of the volunteer, and mailed to the Volunteer Office.
7. Form for keeping daily and monthly record of referrals and placements. This should be a printed sheet, size 11 by 17 inches, on which the main headings refer to work and training classifications and the subheadings, to "referred," "accepted," "rejected."

OFFICE OF CIVILIAN DEFENSE

Washington, D. C.

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James M. Landis, Executive
T. Semmes Walmsley, Deputy Director
General L. D. Gasser, Assistant Director in Charge of Civilian Protection
Mrs. Franklin D. Roosevelt, Assistant Director of Volunteer Participation
Corrington Gill, Deputy Director in Charge of Operations
Wilmer Shields, Chief of Volunteer Offices Section

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Representative: Miss Evelyn K. Davis.

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Director: Colonel Franklin D'Olier, Port Authority Building, 111 Eighth Avenue, New York, New York.
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Mr. Raymond W. Gill.
Mrs. John Boettiger.

"No matter how long it may take us to overcome this premeditated invasion, the American people in their righteous wrath will win through to absolute victory. . . . With confidence in our armed forces—with the unbounding determination of our people—we will gain the inevitable victory—so help us God."

FRANKLIN D. ROOSEVELT,
President of the United States.

DECEMBER 8, 1941.

U. S. GOVERNMENT PRINTING OFFICE, 1942

WOMEN NEEDED FOR CIVILIAN DEFENSE ESTIMATED

Miss Eloise Davison, OCD Assistant Director in Charge of Group Activities, announced a tentative estimate of voluntary women workers needed in defense fields include: Rural (leaders only), 600,000; Aircraft Warning Service, 200,000; Protection Program (office staff, drivers, nurses' aides, etc.), 700,000; Nutrition, 300,000; School Lunches (in addition to 200,000 WPA workers serving at present), 100,000; Housing Registration, 7,500; Checking Citizenship Records, 25,000; Education, 25,000; Physical Fitness(trained leaders only), 40,000; Home Gardeners, 500,000; Local Volunteer Office Staff, 100,000; First Aid, 1,000,000; Life Saving, 100,000; and Home Nursing, 100,000.

Miss Davison said no estimate has been made of the number of women trained in writing, social service, sewing, etc., whose services could be used in the Civilian Defense program.

From Information Digest Nov. 12, 1941

ADVANCE RELEASE

ADVANCE RELEASE

OFFICE OF CIVILIAN DEFENSE

For Saturday AM's
November 8, 1941

PM 1521

Representatives of sixty-seven national women's organizations will convene today (Saturday) in the Government Auditorium Conference rooms for a conference on Women's Activities in Civilian Defense, at which Mrs. Franklin D. Roosevelt, Assistant Director of Civilian Defense in charge of Volunteer Participation, will preside.

Among others invited to the conference are women representing each of the nine regional areas of the Office of Civilian Defense, representatives of each of the state defense councils and the District of Columbia and officials of the various governmental agencies cooperating in the program of Civilian Defense. Mayor F. H. LaGuardia, Director of the Office of Civilian Defense, will extend greetings.

Added significance, from the standpoint of hemisphere defense, is attached to the conference by the presence of distinguished women representatives of the following Latin-American countries: Argentina, Bolivia, Costa Rica, Colombia, Chile, Dominican Republic, Ecuador, El Salvador, Honduras, Mexico and Panama.

Archibald MacLeish, Librarian of Congress and Director of the Office of Facts and Figures will present the opening address on the subject "Total Defense—What Organized Groups Can Do to Help Make Democracy Work."

The volunteer's opportunity in the Civilian Defense program will be discussed from five aspects by: Paul V. McNutt, Administrator of Federal Security Agency, "In Community Action Programs"; Dr. Thomas Parran, Surgeon General, U. S. Public Health Service, "In National Health Programs"; Claude R. Wickard, Secretary of Agriculture, "In Feeding the U.S.A. and Great Britain"; Miss Harriet Elliott, Associate Administrator, Office of Price Administration, "In Consumer Programs", and Dr. Martha M. Eliot (correct), Assistant Chief, U. S. Children's Bureau, "In Child Health and Welfare".

Miss Eloise Davison, Assistant Director of the Office of Civilian Defense in charge of Group Activities, will preside at the afternoon session, at which the topic for discussion will be "Women in Defense".

Brig. Gen. Lorenzo D. Gasser, War Department representative on the Board of Civilian Protection of the Office of Civilian Defense, will speak on "Women in the Protection Program".

Miss Wilmer Shields, Chief of the Division of Community Volunteer Service, will speak on "Your Local Volunteer Office". The discussion will be led by Miss Grace Coyle, former president of the National Conference of Social Work and Professor of Applied Social Science, Western Reserve University, and an interpretative summary will be given by Dr. Alice Keliher, Assistant Professor of Education, New York University.

Following the conference, the participants have been invited by Mrs. Roosevelt to a tea at the White House.

The following are the Latin-American representatives:

Argentina - Mrs. Ana Rosa S. de Martinez Guerrero, Secretary General of Women's Committee "Accion Argentina" - President of La Junta de La Victoria (Victory Committee) - Ex-President and founder of Union Argentina de Mujeres (Union of Argentine Women).

Bolivia - Mrs. Carmen B. de Lozada, Member of Ateneo Femenino, oldest woman's organization in La Paz - formerly editor of "ECO" magazine of the Ateneo.

Costa Rica - Senora Angela Acuna de Chacon, First Woman Lawyer in Costa Rica - writer - President Pan American Round Table of Costa Rica - President Feminist League of Costa Rica - President of Costa Rican League of Education.

Colombia - Mrs. Maria Currea de Ava, Assistant and teacher in Centro de Accion Social Infantil, (Child Welfare Center) Bogota, Columbia - Registered nurse & leader in Red Cross. Honorary director, Sindicato de la Aguja, -- Member of Comision Ornato, Needleworkers Union, Park & Planning Commission.

Chile - Miss Graciela Mandujano, Assistant Director of the Institute for Rural Education - Chief of the Division of Home Industries of the Board of Agricultural Exports (both under Department of Agriculture of Chile).

Dominican Republic - Miss Minerva Bernardino, Feminist leader in Dominican Republic. Former inspector of vocational schools in D. R. Founder of "Comite de Cooperacion Inter Americana" (Committee of Inter American Cooperation). First woman to speak before the Dominican Congress.

Ecuador - Mrs. Maria Piedad Castillo de Levi, Writer and newspaper woman. Owner of newspaper and largest broadcasting station in Ecuador.

El Salvador - Mrs. Elena De Castro, Wife of the Minister from El Salvador to the United States.

Honduras - Senora Mariana de Caceres, Wife of the Minister from Honduras to the United States.

Mexico - Mrs. Amalia Caballero de Castillo Ledon, Member of City Council of Mexico - Assistant Director of Department of Civic Action (Accion Civica) - President of Aterreo Mexicana de Escritoras (Association of Women Writers) Only woman member of the Committee of Intellectual Cooperation.

Panama - Mrs. Esther Neira de Calvo, Director "Liceo de Senoritas" (Girls Junior College in Panama) - Member of Consejo Tecnico de Ensinanja" (Technical Council on Education). Founder of National Red Cross - President and founder of Woman's Suffrage Association.

(The Press is invited).

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ADVANCE RELEASE ADVANCE RELEASE

OFFICE OF CIVILIAN DEFENSE

For Release at 10 a.m., EST
Saturday, November 8, 1941

PM 1530

Address by Paul V. McNutt, Federal Security Administrator, before the Conference on Women's Activities in Civilian Defense, Conference Rooms of Government Auditorium, Washington, D.C., at 10 a.m., EST, November 8, 1941.

THE VOLUNTEER'S OPPORTUNITY IN COMMUNITY ACTION PROGRAMS

Today in the United States we must save for national defense — save food, and a thousand and one other key materials. We are going all-out to conserve national resources with a single purpose — to be strong, to be ready, to be forearmed against every threat.

We must save these things — no one questions that. But this is the beginning, not the end, of the conservation story. Our one greatest resource — the power that makes the wheels of national defense go round — is the strength of human hands and brains and hearts — the million man-hours of time and intelligence and courage that defense demands.

We must save our human resources, if we are to save democracy and the American way of life.

This is not an empty generality. It is a practical necessity — a here-and-now job in every town, city, and village of the country. But it is not easy. It is a challenge to you and me and all our fellow-citizens.

Of all the people in the United States, no group is in a stronger position to accept that challenge and go into immediate action than you. As leaders of our national women's organizations, you are experienced in one of the most essential elements of national defense. That essential is team-work — the joint effort and joint determination that gets things done.

This kind of cooperation — through voluntary participation and individual initiative — was never more clearly a part of the democratic process than it is today. We are utilizing all our established machinery of government for national defense; we are gearing it to this all-out task to the fullest possible extent. We are looking to industry and labor for the same unqualified cooperation. But this is not enough. We must also look to individual citizens — men and women — to help plug the gaps and maintain the essential services which the times demand. We must look to you, as experienced leaders, to help expand this kind of voluntary team work.

Nowhere is this more evident than in the sectors of national defense for which The Office of Defense Health and Welfare Services is responsible. And in all these sectors — education, recreation, nutrition, health, family security,

and child care -- individual citizens, both men and women, have already demonstrated what volunteers can do when they all pull together. We count on you to help make this "community of responsibility" even more universal and even more effective.

Like our armed forces and like our national industry, all our established community health and welfare services must expand -- and that at the very time when upheavals in individual, family, and community life are aggravating old problems and creating new ones. Anyone who doubts the depth and breadth of the emergency on this front has only to look at the facts. Here are a few:

As a result of the defense-town shortage in schools, a third of a million boys and girls are now "school children" only by courtesy.

More than 150,000 young men have been found unfit for military duty because of physical disabilities related to malnutrition.

Trailer camps near some of our giant new defense plants constitute a new kind of "slum on wheels" that offers almost unparalleled hazards of over-crowding and insanitation.

Country villages near military posts have been literally inundated by hordes of service men on leave -- in desperation commercial establishments like restaurants and motion picture theaters have even adopted a "lock out" policy to stem the overpowering tide of customers.

Thousands of families who have found themselves penniless and stranded in strange towns, have been barred from public relief because of the artificial barriers of legal-settlement laws.

That is one side -- the most urgent and the most dramatic -- of the defense picture as it affects families and communities. But I am not altogether certain that in the long run it will prove to be the most important part of the picture. For even in the town that never sees a soldier or sailor loitering on Main Street, that never hears the midnight factory whistle calling in the third shift workers -- even in such a town, if there is one, the community feels defense pressures and has defense obligations.

The million and a half men in military service, the added millions in defense industry, come from everywhere. What happens to their families in "home towns" from coast to coast is important to defense. And beyond that again, what happens to us all is important -- vitally important, not only to defense but to the whole cause of democracy.

We must preserve that which we are now preparing to defend -- the health and strength and independent courage of all the people, the cooperative self-service and self-protection that Americans have come to take for granted as part and parcel of our community life.

How can we do all this? The best way -- perhaps the only way -- is to expand and supplement our existing services so that they can meet the desperate demands of today without sacrificing their standards or their effectiveness.

That is where -- and why -- volunteers come into the picture. There is nothing new about this "lay" participation in these community services with which our Office is particularly concerned. It was the lay citizen with vision and a sense of social responsibility who first saw the need for developing these services. And throughout the years, it has always been the layman of insight and understanding who has helped to make a place in the community for health and welfare agencies and who has served as liaison between the service and the people.

This function of the volunteer--as board member and advisor, as "best friend and severest critic" -- is at least as important now as at any time in the past. But in a period of emergency like the present, health and welfare agencies must look to volunteers for other kinds of help as well, in order to spread essential services so that they can meet emergency needs. The purpose is to strengthen, rather than dilute, the contribution of the agency to its community and to the individuals who look to it for service of one kind or another. Utilizing volunteers on any stop-gap or pinch-hitting basis would be a dis-service to all concerned.

Who are the volunteers enlisting on these sectors of defense? Well, among them are many professional people -- practicing doctors, dentists, lawyers, nurses, social workers, and their colleagues in other professions are giving generously of their own "free" time. And they are being supplemented by a secondary group of professionally trained volunteers -- those, mainly married women, who have been technically trained, but are not presently practicing a profession as a means of livelihood. But the great army of volunteers does not fall within this specialized group. It is a "lay" army -- which does not imply at all that its members lack skills, competence and capacities of their own. Housewives, business men, office or factory workers, teachers, and all the rest -- they are the backbone of the nation. And not the least of the qualities which they bring to the defense program is their eagerness to be useful, to have some part in this national effort.

What can they do? Well, the best way to answer that is to tell you what some volunteers are already doing.

Take recreation as an example. In the over-burdened towns near military posts and industrial centers, who but volunteers make possible the dances -- and dancing partners; the canteens and cookie jars; the home dinners and the friendly welcome through which communities, big and little, are serving men on leave and making their leisure a national asset? Thanks to volunteer efforts, a lot of towns and villages have, in fact, actually succeeded in reversing the old saying that "you can't make bricks with straw." With hardly a straw of recreation facilities, they have managed to build something really fine and really solid in the way of community hospitality and entertainment for men on leave.

In family welfare agencies, the experienced consultant can make her own service count for more if there is a trained volunteer to help in following up the many non-technical details that may be involved in reestablishing a single family on a self-sustaining basis. Such jobs might include looking for possible living quarters; taking children to a clinic; gathering together furniture and household equipment; and finding out where the family might make helpful neighborhood contacts with churches, playgrounds, settlements, and so on. Other ways in which volunteers can help to spread these family services, left shorthanded in the face of emergency demands, would include such jobs as shopping to check local food costs, helping to run a sewing room for renovating clothing; paying friendly visits to shut-ins; helping with the children in a day nursery or settlement; lending a hand at the all-important office routines, from stenography to statistics.

And nutrition -- from community canning projects to demonstrating how to pack a good school lunch -- this great and growing program is already enlisting an army of volunteers. In the country they have the opportunity and responsibility of increasing food production, as well as of improving food use -- in community or school gardens and on their own land. City people cannot share in this great job; but they can and do share in the equally important job of improving their own

and the community's knowledge and practice in buying and cooking and eating food that is good for their families and good to eat. From coast to coast -- wherever nutrition recruits have gone to work, "better food and more of it" is paying rich dividends in the health gains of men, women, and children.

These programs are already going concerns. But do not think that the job is done. On the contrary it has only begun. We have proved what even a few volunteers can do; now we must go forward on a really nationwide front. The Volunteer Offices which the Office of Civilian Defense is asking State and local defense councils to set up will offer the channel for this kind of team work -- in your community and in the nation.

The volunteer activities just cited are, of course, only suggestive. They do not begin to cover the possibilities open to volunteers in the health and welfare field. But I can leave it to you to find where you and all those who look to you for guidance can be most effective -- not only in these programs, but also in consumer's activities, in the schools, and other services to children, in health programs and all along the line. Most of these other fields of service are to be discussed this morning by the specialists with whom I share this platform. I shall very soon turn this discussion over to them.

My reference to health brings up, however, one part of your program to which I want to call your particular attention -- though it does not, I hasten to add, constitute a part of the volunteer program. This is the effort, sponsored by the Public Health Service, to recruit 50,000 young women for training as professional nurses. This addition to the nation's nursing corps will help substantially to make up the alarming shortages with which we are confronted. Some $1,200,000 in Federal money has been made available to hospitals and training schools to expand nursing education. I am glad to report that 45,000 young women -- high school and college graduates -- have already enlisted for this training. This is a fine record, but we still need the additional 5,000, if we are to make up our arrears. I am sure we can count upon your good offices to inform young women -- and their families -- of the opportunities for training and service which the nursing profession offers them now and for the future.

This, of course, is far from being the only field in which we need to be concerned for the future as well as the present. The obligation of maintaining and improving the general welfare of all the people is particularly urgent today; but it did not begin with national defense, nor will it end when the present emergency is past. We should all of us be thinking and planning, so that we may not be wholly unprepared to meet the problems of readjustment which will sooner or later face us.

In solving these post-war problems, community services will play a vital part -- and one for which they will need to be as fore-sighted and as well equipped as possible.

The volunteer service which is helping them over this emergency has its roots in the fundamentals of that democratic way of life which we are now preparing to defend. It is not too soon to give at least some thought to how it may contribute to the common good on the enduring basis for which we look to the future.

This job is big enough to absorb all our energies -- and it entails a thousand little tasks small enough to utilize all our scraps of time and all our humbler talents. Whatever a man or woman can put his hand to, the "help wanted" sign is out.

You may recall how Benjamin Franklin — himself the prototype of the volunteer public servant — put it. In his homely way, he said:

"For want of a Nail the Shoe was lost; for want of a Shoe the Horse was lost; and for want of a Horse the Rider was lost, being overtaken and slain by the Enemy; all for the want of Care about a Horseshoe Nail."

That horse-shoe nail was the symbol of all the little, essential necessities of life in "Poor Richard's" time. Today it may have lost its meaning. We need new symbols for the million small essentials that keep the wheels of our complex modern life geared and greased. But the principle — of preserving the whole by saving and salvaging its smallest part — was never more needed.

It is needed in the nation: no city is so self-sufficient, no farm family so isolated, that it can live — or die — unto itself alone. It is needed in defense; for defense begins at home — with the realities of daily life. This is equally true in our great cities and in our great open spaces. The important thing —everywhere — is to start, to use whatever is at hand, to do this job that must be done — to preserve the whole by safeguarding its smallest part. That is what volunteer service means to the nation. And that is the way to make the most of America.

Woodrow Wilson once said: "America is not anything if it consists of each of us, and it can consist of all of us only if our spirits are banded together in the common enterprise.....of liberty and justice and right."

That truth has been sometimes ignored, but never forgotten. And in every time of national need it has emerged with renewed clarity and conviction. So now, once again, armed forces and other agencies of government, organized groups and individual volunteers —— all of us are banded together in a common enterprise. We are saving and salvaging and strengthening the human values by which and for which we take our stand.

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OFFICE OF CIVILIAN DEFENSE

For Immediate Release PM 1437
October 23, 1941

Participation of the nation's youth in the volunteer activities of the civilian defense program was discussed by representatives of 40 national youth organizations at a day-long conference presided over by Mrs. Eleanor Roosevelt, Assistant Director of the Office of Civilian Defense, Thursday, October 23, in the Labor Auditorium.

The conference was called by Mrs. Roosevelt at the request of Miss Jane Seaver, director of the Division of Youth Activities, Office of Civilian Defense.

Insistence upon increased recreational facilities in the average American community, and particularly in the larger defense industrial centers would be foremost among their contributions to the defense program, Mrs. Roosevelt told the youth representatives in opening the conference.

She said the distinction between the civilian protection aspects of the defense program and that of volunteer participation is strengthening communities, particularly in long range planning after the defense emergency.

Miss Seaver presented to the conference for discussion the following ten goals:

1. To assume a responsibility for increasing production on our own jobs.
2. To learn necessary skills.
3. To achieve physical fitness.
4. To educate ourselves for today's needs.
5. To increase community services.
6. To provide services for young people in the armed forces and in defense industrial areas.
7. To take part in civilian protection programs.
8. To contribute to war relief to save for defense.
9. To conserve resources and eliminate waste.
10. To insure the participation of youth of all ages, races, and faiths in the defense program.

Both Mrs. Roosevelt and Miss Seaver asked the youth representatives, through their organizations to encourage state and local defense councils to appoint a representative of youth groups to membership on such councils. They also were urged to stimulate state and local meetings so that the participation of youth could come from youth groups within the community.

OFFICE OF CIVILIAN DEFENSE

Return to Rotman

For Thursday AM's
Oct. 2, 1941 PM 1289

In her first public appearance as Assistant Director of the Office of Civilian Defense, Mrs. Eleanor Roosevelt late yesterday participated in a radio symposium on the subject "College Students and Civilian Defense," over the Columbia Broadcasting System.

The broadcast, sponsored by the International Student Service of New York, included the following participants: Stirling Tomkins, Jr., Junior Chairman of the Yale Daily News; Miss Jane Seaver, Youth Representative of the Volunteer Participation Committee of the Office of Civilian Defense; Miss Louise Morley, Conference Secretary of International Student Service and Chairman of the Youth Subcommittee of the Advisory Committee of the National Youth Administration; Miss Jane Plimpton, Chairman of the Vassar Political Association; Miss Elizabeth Robertson of the Texas State College for Women and President of the National Student Federation of America; and Mr. Joseph P. Lash, General Secretary of International Student Service.

In her opening statement, Mrs. Roosevelt said:

"I am interested in the part that young people play today in public affairs, for the very good reason that unless youth today is interested, not only in the part they can play in the present emergency, but in their responsibility for action when peace comes, we may find ourselves repeating many of the mistakes which history, I think, will say we committed in the Nineteen-twenties.

"The full understanding of what has let up to the present situation, of what conditions are, and of what we as a nation, want to see developed in the future, is more important to youth today than to older people.

"It is not very astounding that it is taking people in this country, both young and old, a long while to awaken to the problems and dangers that confront us. I have been talking to people from England, and in spite of their proximity to the conflagration in Europe, it took them a long time to realize that something was happening which threatened their liberty. Therefore, we must not be discouraged if we do not find at once that everyone understands our concern. But, we must be sure that we can explain the reasons for our concern, and do it in a way which will have a dramatic meaning for the people with whom we come in contact.

"Young people learn best from young people. Those who do understand how important are the problems of today, have an obligation to communicate their concern to others of their generation. The young people who have the privilege of a college education, because of their contacts with the faculty, and with people who are taking part in the world of affairs, have an opportunity to study the past and the present, and to have a vision for the future. They are no wiser than other young people because they lack certain vital experiences in life that other young people may have had, but they have a special contribution of their own to make, and it should be in the realm of leadership of thought, and of vision for the future. That is why I am happy to take part this afternoon in this program."

In the discussion that followed, the participants described the activities of college students in the defense program and the opportunities for further volunteer participation. Mr. Lash described the five-week summer training institute conducted by the International Student Service at Campobello, in which representatives of twenty-four colleges participated.

He said the objective of the institute was to seek projects in connection with defense which would result in a strengthened democracy and consequently a strengthened morale.

"We made a survey of the areas in which draft camps were located and found invariably that some college was located nearby," Mr. Lash said.

"We worked up plans, therefore, for an interchange of entertainment. Skits would be put on by selectees at the college and in return college dramatic groups would put on entertainments at the camp. The project suggested methods by which the educational facilities, particularly the library and study halls would be made available to selectees."

Other projects, Mr. Lash said, which were considered by the institute included campaigns against illiteracy, in which college students could participate, and surveying housing, health and recreational facilities in areas adjacent to defense industries.

Miss Seaver said that among the early objectives of the Office of Civilian Defense is the preparation of a manual of projects in which young people may participate.

Concluding the symposium, Mrs. Roosevelt said:

"When all is said and done, the basic thing which must move all of us in this country, is our sense of responsibility as individuals to the future of Democracy. We must realize that the freedoms of speech, of discussion, and of meeting, and of final expression at the polls, must be preserved for us and for the world. Without them the future would be dark indeed, for you young people. With them, you can accomplish all the dreams you have for a better world for all of us."

MVR

OFFICE OF CIVILIAN DEFENSE

For Thursday AM's
September 4, 1941

PM 1078

The Director of the Office of Civilian Defense and the Chairman of the American National Red Cross today issued the following joint statement to clarify the responsibilities of the two agencies in civilian defense activities:

1. The Office of Civilian Defense is the official government agency "to assure effective coordination of federal relations with state and local governments engaged in defense activities, to provide for necessary cooperation with State and local government in respect to measures for adequate protection of the civilian population in emergency periods, to facilitate constructive civilian participation in the defense program, and to sustain national morale." (see "Local Organization for Civilian Protection" issued by the U. S. Office of Civilian Defense, July 17, 1941.)

2. The American National Red Cross is the responsible agency for relief of suffering caused by disaster both in peacetime and in the national defense emergency, by providing food, clothing, shelter, medical and nursing care and other basic necessities. Therefore, Red Cross Disaster Relief Service, nationally and in local chapters, will serve in emergency care and rehabilitation of individuals and families suffering from disaster caused by belligerent action during the national defense emergency in cooperation with governmental agencies - national, State, and local. In rescue work and emergency medical service caused by belligerent action by which the Office of Civilian Defense assumes leadership and responsibility, the Red Cross will make its services available as needed. (see "Disaster Preparedness and Relief - manual for chapters," ARC 209,

issued by the American Red Cross.)

3. The Red Cross "acts as a medium of communication between the people of the United States of America and their Army and Navy". Cases of active service and ex-service men and their families should be referred to the Red Cross which is responsible for providing or securing the serivce and assistance needed. In carrying out these services the Red Cross makes maximum use of other community resources.

4. Training of Office of Civilian Defense workers in first aid and nurse's aide service is provided by the Red Cross through its programs of training in first aid and nurse's aide courses. The recognized service of the Red Cross in training industrial workers and others in first aid is drawn upon.

5. The Red Cross, through its chairman as a member of the Civilian Protection Board, has made available all of its services as needed by the Office of Civilian Defense, both national and local.

6. Councils of Defense and Red Cross Chapters in their civilian defense activities should develop their local plans of cooperation in accord with this joint statement of responsibility.

Signed F. H. LaGuardia, U. S. Director, Civilian Defense

Norman H. Davis, Chairman, American National Red Cross

Women's Ambulance Units Are Merged Into One Body

Miss Garett's Safety Patrol Has Joined With Red Cross Motor Corps; To Have 150 Trainees

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In Sun, Baltimore, Maryland, April 28, 1941

Miss Katharine B. Garrett's Women's Ambulance and Safety Patrol, organized in January, and since then functioning as a training school for feminine motor mechanics, has been merged with the Motor Corps of the Baltimore Red Cross Chapter, it was announced last night.

The combined unit will have a trainee membership of almost 150. Miss Garrett will act as cochairman with Mrs. James A. Lenfesty, head of the Red Cross Motor Corps.

Although the new organization is assuming the name of the Red Cross unit, it will operate on principles similar to those that governed the former W.A.S.P., both Mrs. Lenfesty and Miss Garrett said.

Many W.A.S.P. requirements will be continued in the new organization, and the young women will be required to complete courses in emergency motor mechanics and Red Cross first aid to become eligible for membership.

A new requirement, making one hundred hours of Motor Corps service a year compulsory on the membership, will be enforced in the new organization.

Approximately fifty trainees of the former W.A.S.P. will have completed their first-aid courses and will be eligible for full-fledged membership in the new organization on Friday. Previously, this group completed a six-week course in motor mechanics, map reading, convoy driving and similar subjects.

The fifty members of the former Red Cross organization have received various training, but none has completed training comparable to the new standard Motor Corps requirement, Mrs. Lenfesty said.

When the young women finish their mechanics and first aid training, they will become eligible to wear the standard Red Cross outdoor uniform, a gray-blue costume made up of a cloak, skirt, blouse and overseas cap.

Will Distinguish Corps

Insignia on the cap will distinguish the Motor Corps from other Red Cross services.

Besides the fifty members of the former Red Cross Motor Corps who are expected to register in the new organization and who will begin mechanics training in a large Baltimore garage, another group of fifty untrained W.A.S.P. women will begin the same work.

The training will be carried out under the direction of two mechanics and the foreman at the garage.

Women Enlist to Aid State Defense

In Post-Enquirer, Oakland, California, April 23, 1941

Not to be outdone by the men, Metropolitan Oakland women today were enlisting in the women's ambulance and transport corps of California, an organization dedicated to national defense.

Enlistment headquarters have been set up at the Leamington hotel by Maj. Kay Kallmeyer, who has already organized detachments of the corps in San Francisco, Sacramento, San Jose, Watsonville, Monterey and other northern California cities.

In South

Originally established in San Diego by Mrs. Julia Dowell, organizer of the world famous "Tail Waggers" club, the women's ambulance corps is well established in southern California.

It has its own armory in San Diego, home of Colonel Dowell, and the Hollywood unit alone boasts more than 500 uniformed recruits.

Applicants must be more than 18 years of age. They must be American citizens or have received their first papers. And they must be willing to devote two nights a week to training.

The organization charges no dues or fees of any sort, Major Kallmeyer said. Joining is strictly on a volunteer basis and members furnish their own uniforms from whatever source they wish.

All members of the corps are fingerprinted and must pass a physical examination.

Training

Quoting Commander Dowell, Mrs. Kallmeyer said:

"We're training women for work in the event of local disaster or any national emergency. Our five units in the state have all received all possible unofficial aid from the 9th army corps headquarters and the San Diego unit has received unofficial cooperation of the marine corps."

First recruits signed today included Catherine Rustad, Gertrude Rice and Peggy Hooser.

The "rookies" have a stiff schedule in front of them, according to Major Kallmeyer. Instructions will be received from retired or reserve army and marine corps officers.

WOMEN BRAVE RAIN IN GROUND DRILLS

Members of Air Patrol Unit Work Hard Sunday Mornings at Armonk Airport

THEY SHARE FLIGHT TASKS

Several Own Planes and One as Barnstormer Has Made 200 Parachute Jumps

15-42

By LUCY GREENBAUM
Special to THE NEW YORK TIMES.

ARMONK, N. Y., June 14—No longer are Sundays sleepy in this part of Westchester County. At the airport here military commands cut through the murky air early this morning.

Drilling in the drizzle were men and women, members of Squadron No. 3 of the Civil Air Patrol. The unit includes practically every private pilot in Westchester and many from Greenwich, Conn., according to Commander Heber Sutton of Port Chester.

They are the citizens who chose aviation for amusement in peacetime. Now they are taking their place in the war program, learning infantry drill, navigation, meteorology, crash procedure, military courtesy and first aid. Infantry drill is necessary so the fliers will not fall over themselves in the field, Commander Sutton said.

Four-Hour Drill Period

To the snappy commands of Sergeant John J. Mervin of the Corps of Military Police, Fort Slocum, New Rochelle, the group responded quickly. Particularly to his suggestion: "That line has got to be straight. We'll stand up all day until we do it."

Sergeant Mervin puts the group through a four-hour drill each Sunday. He says the women learn quickly and do not object to discipline.

"In the beginning I had to wipe some of the silly grins off faces," he said. One of his orders today was: "Let's cut out the smile in back if you don't mind."

Twenty per cent of the squadron's members are women. Five or six own their own planes, among them the noted aviatrix Ruth Nichols, who lives in Rye. She was watching the drill today from the side lines, disabled by a lame knee.

Many Work Through Week

Most of them work weekdays. "You've got to work to fly," explained Miss Florence Knight of Valhalla.

Miss Peggy Bleakley, daughter of former County Executive William F. Bleakley of Yonkers, is secretary to a casting director and story editor at David O. Selznick Productions, Inc. Miss Mary Lincoln Heckman of Larchmont is a laboratory technician at the United Hospital, Port Chester.

300 Woman Volunteers Listed For Defense Police Duty

The names of 300 women who have volunteered for police duty under the local civilian defense program were sent to the Police Department today by the Volunteer Bureau of the District Defense Council.

From this list will be drawn for immediate training the names of women who will be called on to supplement the police force in case of an emergency. Names of 3,526 men who volunteered for police and fire duty were submitted by the bureau some time ago.

The number of persons registered for service now totals 20,000, but Mrs. Harry S. Bernton, chairman of volunteer service, said that the response on the part of registrants when called has not been good.

"People are not awake to the fact that the emergency is upon us," she said. "At present, 600 persons represent our actual placement with social and defense agencies. However, in order to place these 600, we sent out cards to 2,390 asking for appointments."

Mrs. Bernton revealed that the bureau feels there now are two tasks to perform—one looking toward the emergency which may come and the other toward the health and economic security of the people to enable them to meet the emergency."

"Too many people want exciting and dramatic jobs," she said. "We can't all look for airplanes. Some of us must do the more tedious work, which, after all, is just as important in the present emergency."

All defense placements are made through the bureau, manned by a staff of 70 persons, all but two of them volunteers. One bottleneck in the program at present, Mrs. Bernton reported, has been the inability of agencies which call on the bureau for volunteers to train them in large numbers.

Among the hundreds of names sent out as a source from which the agencies may draw workers have been those of 1,600 women who volunteered for motor corps service, 125 who registered for nurses' aid, 150 who will help with Girl Scout organization, 150 sent to the Y. W. C. A. for group singing courses, 1,500 assigned to the Women's Battalion to aid with entertainment of soldiers and 1,254 persons who helped with aluminum collection.

Four members are women. Five of six own their own planes, among them the noted aviatrix Ruth Nichols, who lives in Rye. She was watching the drill today from the side lines, disabled by a lame knee.

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A Sunday commuter is Miss Nancy Schwartz of New York City. She has her own business, making up pattern company display models for department stores.

If there is ever the need for parachuting out of a plane, Mrs. Edward De Almo of Ossining will be 200 jumps ahead of the others. With her husband, who also is a member of the squadron, she has barnstormed the country, parachuting for crowds.

The problem of abandoning one's family on the day of rest has been neatly solved by several women. Mrs. Howard Skinner, who is putting her entire time into aviation, takes her husband, an engineer, with her. He is a member of the squadron.

Mrs. Marion Cummings of Greenwich, who is flight leader of special missions, feels at home at the airport, for her son, Wilbur L. Cummings, a Harvard graduate, and her daughter, Mrs. William A. G. Minot, wife of an ensign in the Navy, drill with her.

Mrs. Charles Harwood, who lives in Harrison, hears little objection from her husband. He is Governor of the Virgin Islands.

Women Fly on Missions

The women have flown in the special missions undertaken by the patrol. They include covering the county from are air looking for markers that might give enemy spotters clues to town locations and distributing leaflets advertising war stamps and bonds.

Speaking for the entire squadron, Commander Sutton said: "We are standing by and awaiting any call that may come through requesting us to do anything we are able to do."

Today a practice mission was scheduled in which planes were to be flown to Poughkeepsie in simulation of evacuation conditions. But the weather was against it.

An office force operates at the airport on Tuesdays and Thursdays. Drills also are conducted Tuesday nights in the armory at Yonkers.

PLAYS

Robinson

The First Year

A Study of Women's Participation in Federal Defense Activities

The First Year

A Study of Women's Participation in Federal Defense Activities

BY LUCILLE FOSTER McMILLIN

United States
Civil Service Commissioner

UNITED STATES GOVERNMENT PRINTING OFFICE : 1941

UNITED STATES CIVIL SERVICE COMMISSION

Form 3788—September 1941

Contents

	Page
Preface	5
Résumé of the Work of Women in the Federal Service Prior to 1940	9
Picturesque Jobs of Women in Defense	15
Where Many Women are Found in Defense Work	25
Some Women Occupying Important Defense Jobs	31
Training Opportunities for Women in Defense	35
The ABC of Federal defense jobs which women are occupying	38
Forward Together	39

ILLUSTRATIONS

". . . women's nimble fingers are used on the assembly line . . ." *Page* 16

". . . deft hands turn out the missiles of defense." *Page* 18

"In the sail loft they make . . . flags . . . for the ships at sea." *Page* 21

"They design work outfits for women employed in farm, home, and factory occupations . . ." *Page* 22

"Let us here pay tribute to the women in those less sensational . . . jobs of defense . . ." *Page* 24

". . . they joined the signal march to total preparedness . . ." *Page* 30

PREFACE

THE WOMEN of the United States are taking an increasingly important part in the national-defense program. Their duties have spread on the home front. As the manpower of the country continues to be drawn into the heavy industries of defense—as men are inducted into the land and sea forces of the Nation—there will be a growing need for their participation in those activities on the governmental and industrial fronts which are paramount in the national effort totally to arm and to defend our country, morally and physically.

The Federal Government has recognized the situation. In order to meet the task of securing additional qualified workers because of the withdrawal of men, the heads of its departments and independent establishments have been urged by the United States Civil Service Commission to explore the possibility of employing women for use in those occupations in which, heretofore, women have not been widely engaged. The Civil Service Commission has recommended that provision be made for training courses which will prepare women to qualify for and fill many of the positions essential to the prosecution of the national-defense program.

Great events have always carried women forward in their quest to find a secure place in the fields of labor. Nevertheless, their primary instinct has been, and still is, to cherish their greater interest in the protection of the home, the family, and the community.

Pioneer women found it necessary to join men in the protection of the home, the family, and the community against the dangers of new frontiers. They found it necessary to wield the axe which was to push back the wilderness; to assist in tilling

the cleared soil; to plant and to reap the harvest in order that the family might eat and the community prosper.

During the early years of the Republic, and through their age-old fight for the right to franchise, women have stood in the front ranks of those who have fostered great movements of community effort in extending education, culture, and better living conditions. They have always endorsed those modern attainments that make for a happier and more healthful life. It has been their duty to maintain the health and vigor of the family; to see that its members are properly fed, clothed, and kept warm; and to fashion and maintain the home, which is the strength of the Nation.

Wars have always brought new responsibilities to women, and in meeting them they have never failed. They served in the Civil War as nurses at the front and on hospital staffs; they prepared bandages for the wounded; they moulded bullets; they wept secretly and tilled the soil openly.

They extended their activities in the World War. Women became ambulance drivers, munition factory workers, ammunition inspectors, doctors, and members of home-defense committees, welfare associations, and recreational associations.

Wide avenues into employment fields at that time provided a way to many new jobs for women in the Federal service. When the United States entered the World War the demand for workers was unprecedented. It was necessary to fill more than a hundred thousand Federal positions almost immediately. Skilled workers were needed in Government establishments and in private industry to turn out arms and munitions. There were labor shortages in many fields. Prior to 1917, the majority of Government officials had insisted that only men be appointed to Government jobs. But the pressing need for labor broke down the bars of prejudice, and the story of the woman worker in the Federal Government began to be written.

Many surveys have been conducted into the part played by women in the World War. Many studies have been made of their employment in the industries and occupations of the country since that time. In those surveys and studies it has

been discovered that women can satisfactorily perform almost any type of work.

Again, a state of emergency has brought the ability of women to the forefront—and the opportunity for them to extend their activities further. Their participation in the national-defense program is following closely the pattern of their work in the World War. In addition, they will profit by the experience gained from their employment in the industries and professions of the country since the World War; and by the policy of the Government to encourage the employment of women in those jobs which cannot be satisfactorily filled by men because of the transfer of men into the military and naval forces of the country, and into the heavier duties of defense.

RÉSUMÉ OF THE WORK OF WOMEN IN THE FEDERAL SERVICE PRIOR TO 1940

ISOLATED cases of the employment of women in the Federal service occurred before the adoption of the Constitution.

It is believed that the first two women employees in the Federal Government were Mrs. Elizabeth Cresswell, postmaster at Charlestown, Md., under the Continental Congress in 1786–87, and Miss Mary K. Goddard, postmaster at Baltimore, Md., who had been holding that office for 14 years when the Constitution was signed.

The story of women's rise in governmental positions is one of slow but gradual progress. Factory-type positions in the Philadelphia Mint were opened to them at an early date. Later, positions became available to them in the arsenals of the country, in the Bureau of Engraving and Printing, and in the Government Printing Office. They were particularly recruited as printer's assistants, and even as late as 1910 such jobs formed the bulk of those to which they were appointed.

Clerical positions in the lower grades of the Federal service were available to women about 1850, and many years elapsed before they were admitted to the higher grades. Some lower-grade positions in professional and scientific fields were being held by women in 1897. It was the general rule, however, not to bestow position titles, responsibilities, or salaries on women comparable to those received by men; rather, according to a survey made in 1868 by Representative Thomas A. Jenckes, of Rhode Island, it was the questionable practice of those who stressed the employment of women in the Federal Government to place them in jobs because they

could be paid lower salaries, thus effecting retrenchment in Government pay rolls. No one challenged the fairness of the procedure, but it is interesting to discover that 2 years later there was written into the statute books the provision that "Women may, in the discretion of the head of any department, be appointed to any of the clerkships therein authorized by law, upon the same requisites and conditions, and with the same compensation, as are prescribed for men." While the letter of the law was not always carried out, the establishment of low-salaried clerkships for women gradually ceased, although it was not entirely discontinued until the passage of the Classification Act in 1923, which provided that "In determining the rate of compensation which an employee shall receive the principle of equal compensation for equal work irrespective of sex shall be followed." This removed the bar to their right to equal pay at "the discretion of the head of any department," and was, of course, a positive step forward for women in the Federal service.

In 1854 there were three women clerk-copyists in the Patent Office. These positions were forerunners of the stenographic and typing jobs which now form the largest occupation for women in the Government. One of these jobs was filled by Clara Barton, who later founded the American Red Cross. She held this position during the stormy times of the rise of women in the Government, and throughout the Civil War, paying for a substitute while she served as nurse at the battle front.

A provision in the deficiency act passed by the Congress on March 14, 1864, marked the first statutory authority for the employment of women. The provision vested the heads of the various departments with authority to "employ females instead of any of the clerks hereinbefore designated, at an annual compensation not exceeding six hundred dollars per year, whenever, in their opinion, the same can be done consistently with the interests of the public service."

In June of the same year their worth rose to $720, and, again in 1866, to $900. This latter rate of pay remained the legal maximum for women employees for many years.

The number of women employees in the Government gradually increased. The year 1893 found the various departments of the Federal Government in Washington, D. C., using 3,770 women in Government jobs, as against 8,377 men. But the next year there was a temporary outbreak of antifeminist feeling, and the decrease in women's employment began. The depression periods of 1897, 1903, 1922, and 1928, and recurrent waves of antifeminist feeling caused similar decreases in the number of women employees, but, notwithstanding these reverses, women always won back their gains, not only in the number of positions, but in the responsibility and importance of the positions.

While it is true that from its earliest days the Civil Service Commission gave tests for both men and women, for reasons of economy and convenience it was the common policy to limit many examinations and their resulting registers to one sex—particularly men. This policy prevailed until 1919 when the Commission ruled that all examination announcements should contain the following statement:

> "Both men and women, if qualified, may enter this examination, but appointing officers have the legal right to specify the sex desired in requesting certification of eligibles."

But the final bar to sex discrimination in certification was removed when it was later ruled that "certification shall be made without regard to sex, unless sex is specified in the request."

The typewriter was in fairly common use in the departments of the Government when the Civil Service Commission was established in 1883. The Commission gave examinations for both men and women. Women seemed particularly proficient in the use of the machine. They received about 14 percent of the typist appointments in 1894; 21 percent in 1904; and about 25 percent in 1914. They received 77 percent of all appointments to the four grades of stenographer and typist positions in 1936. In 1940, however, the ratio dropped to 56 percent,

when they received 79 percent of the stenographic positions and 44 percent of the typist positions.

The employment of married women has been a bone of contention in the business world for decades.

There was early administrative discrimination against their employment in Government jobs, but it was not until the passage of the Economy Act of 1932 that married status became a factor which, with legal sanction, constituted a positive barrier to Government employment.

Section 213 of the Economy Act provided that in a reduction of force those individuals (in the class to be reduced) whose husbands or wives were also receiving Federal pay as employees, pensioners, enlisted men, or officers, should be dismissed first. The Section further provided that, in making appointments to the classified civil service, preference should be granted to those persons "other than married persons living with husband or wife, such husband or wife being in the service of the United States or the District of Columbia."

While Section 213 did not state that persons dismissed should be women, it resulted in the dismissal of three times as many women as men.

After a great deal of aggressive activity on the part of women's groups interested in the extension of the merit system, and upon the recommendation of the Civil Service Commission, the Congress repealed Section 213 in the final days of its 1937 session, thus removing the last discriminatory phase of the employment of women in the Federal Government.

In a reflective study of the employment of women in the Federal service one will find that their increase in number has been continuous and large. Generally, it has followed the upward trends of their use in the industries of the country, although it is certainly true that the heads of Government agencies have been much more reluctant to accept their employment, and to foster legislation beneficial to them, than have employers in industry and business.

Prior to the inception of the national-defense program early in 1940, women's employment status in the Federal service was

on a somewhat even keel with that of men. Except for a few positions, such as guard and policeman, there was nothing to prevent them from proceeding to occupy any job in the Government provided they had the necessary training and qualifications. Slowly they had raised the level of their participation in the activities of Government until they were occupying numerous positions of trust and responsibility. Their ranks included a member of the Cabinet, a Director of the Mint, Federal judges, special assistants to the Attorney General, members of boards and commissions, collectors of customs, ministers to foreign lands, an Assistant Treasurer of the United States, and wardens in State institutions.

Because of their educational background and experience women were called to the Federal service to fill many positions in professional and scientific fields, such as those of dietitian, social worker, dental hygienist, and nurse.

They were occupied in research work in the Bureau of Home Economics of the Department of Agriculture, and in the Children's Bureau and the Women's Bureau of the Department of Labor.

They were found in positions involving work in law, medicine, public administration, illustrating, editing and writing.

In almost every department and independent establishment of the Government, women were holding good jobs and were rendering outstanding service.

By far the greatest number of women were in the clerical, stenographic and typist positions—a particular source from which the most women proceed to bigger jobs, better pay, and a successful career in the Federal ranks.

Since the inception of the national-defense program the number of women employees in the Federal service has continuously increased and their labor has steadily advanced into the defense activities of the governmental front. It is those jobs occupied by women on this particular front which are of first interest to this discussion.

PICTURESQUE JOBS OF WOMEN IN DEFENSE

A REVIEW of women's participation in Federal defense activities covering the first year of the national-defense program quickens the imagination and forecasts those spheres of preparedness wherein their greatest labor will occur.

From those spheres we now hear the ominous hum of arsenals, and the drone of motors in flight. In the review we already see the results of women's effort in the laboratories of science, in the workshops of the designer, in the defense industries of the Government, in the offices of administrators, and in the armed camps of the Nation. In it may be found a story which bristles with colorful action and keen endeavor—a story whose plot extends far over the embattled fronts of democracy.

While the number of women presently engaged in work in defense activities is small in comparison with the estimated number which ultimately will find employment therein, they are found in jobs which are picturesque and unique in character, and which include tasks not usually performed by women.

From many sources reports are received of their continuous placement on the "production line" in establishments of the War Department—the arsenals, the ordnance depots, the proving grounds, the munition factories, the Quartermaster depots, the air fields, the Engineer Department at large, and the Medical Corps; in the navy yards and air stations of the Navy Department; in the armament industries vital to defense, and in the multitudinous activities of those other departments and independent establishments of the Government which have been designated as defense agencies.



NEW YORK DAILY NEWS PHOTO

". . . women's nimble fingers are used on the assembly line . . . "

In the Picatinny Arsenal at Dover, N. J., more than 1,000 women are working as classified laborers, and more than 400 are employed there as explosives operators in the operation of machines and presses incident to the loading of munitions.

At the Edgewood, Md., Arsenal women's nimble fingers are used on the assembly line in the manufacture of gas masks. Every 24 hours more than 2,000 women work in 3 shifts 6 days a week, handling highly confidential processes, operating heavy-duty, high-speed electric sewing machines, using pliers, soldering irons, and presses, and performing skilled handwork in the assembly of incomplete parts of gas masks. Final inspection of the finished product is made by women. Patience and care are indispensable as a single leak or defective piece might be disastrous in some future battle! Women from this arsenal are sent to private companies engaged in the manufacture and assembly of gas-mask parts to act as instructors of the employees of the private firms. At the arsenal, women toxicologists and pharmacologists perform research work in testing the efficacy of chemical warfare materials. They test the value of defensive gases developed to counteract the known chemical warfare gases of other countries. Before the national emergency, Edgewood Arsenal had 181 women employees, as compared with 2,513 on April 1, 1941.

At the Frankford Arsenal, Philadelphia, women hold the majority of positions in the fuze shop. Girls with a high-school education, but having little or no experience in the work, are accepted for training in this important job in one of the country's largest arsenals. Here, on the production line, women assist in the manufacture, in the inspection, in the testing, and in the intricate subassembly of parts for mechanical time fuzes used in artillery shells. Here, women are machine tool operators and precision optical workers, performing duties which correspond with those required in the finest type of watch making. Tiny, delicate parts, cumbersome to the heavy hands of men, are handled easily and efficiently by the quick fingers of women. Here, women are munition inspectors. Here, their quality of patience, their temperament, their dexterity,



O E M DEFENSE PHOTO

". . . deft hands turn out the missiles of defense."

their devotion to duty, are vitally essential as their deft hands turn out the missiles of defense.

At the Philadelphia Quartermaster Depot the majority of positions in the clothing factory are filled by women. The factory manufactures uniforms and clothing equipment for the soldiers. It is the only factory operated by the War Department for this purpose. Many women occupy supervisory positions there.

In the Marine Corps Supply Depot at Philadelphia—the only clothing factory depot operated by the Marine Corps—women manufacture marine uniforms.

At the Middletown Air Depot, Middletown, Pa., women are engaged in various positions in aircraft work.

At the Holabird Quartermaster Depot in Baltimore a woman does mechanical and free-hand illustrating for Army texts and manuals; another woman handles work in connection with the purchase of automotive spare parts.

At Savannah, Ga., a draftswoman is employed in the Office of the District Engineer; the Quartermaster at Elgin Field, Fla., employs a woman storekeeper.

In the Chemical Warfare Service at Cincinnati, Ohio, 250 women have been appointed to jobs as "arsenal learners," gas-mask inspectors, process inspectors, and laboratory aides in connection with the manufacture of gas masks. In the Engineer Department at large women occupy the position of engineering aide. One woman is a junior architect. In the Ordnance Department at large women are serving as under inspectors of ordnance.

At the Fairfield Air Depot, Patterson Field, Fairfield, Ohio, women apply radio-active luminous material to various dials used on aircraft instruments.

In the St. Louis, Mo., Ordnance District Office women work as inspectors of ammunition parts and small-arms ammunition, and in the recording of intricate drawings and specifications of ordnance material items.

At the San Antonio, Tex., Arsenal women are used in cleaning and grinding lenses in the optical section.

At the Quartermaster Depot in New Orleans women are employed as examiners of woven and knitted articles.

At the San Antonio Air Depot women employees make heavy fleece-lined suits for pilots.

The laboratories of the National Advisory Committee for Aeronautics at Moffett Field, Calif., employ women with majors in mathematics, physics or chemistry to make computations on wind tunnel tests.

In the Brooklyn Navy Yard more than 500 women are employed in the Naval Clothing Depot as operators of power sewing machines used in the making of uniforms for sailors. In the sail loft they make and mend flags and pennants for the ships at sea.

In Boston a woman is serving as an immigration inspector.

At the Philadelphia Navy Yard women operators are employed in the Naval Aircraft Factory in the manufacture of parachutes and related equipment used by the Navy.

The Inspector of Naval Aircraft at San Diego, Calif., employs women as inspectors of engineering material.

At the Mare Island Navy Yard, San Francisco, women are employed in drafting, as matrons in the Immigration and Naturalization Service, and as interpreters. Here, too, they make flags and pennants for naval vessels of all kinds.

At the Sacramento Air Depot women are employed as leather and canvas workers in the unique duty of drop-testing, inspecting, mending, and repairing parachutes.

In the military camps of the country, in the hospitals, in defense agencies, in the field activities of the Government, women are employed as nurses, hospital attendants, hostesses, librarians, receptionists, mess attendants, laundry operatives, surgeon's assistants, dental hygienists, dietitians, inspectors of textiles, elevator operators, cooks, welfare workers, and technicians of all kinds.

Women cryptanalysts are rendering outstanding service to the Government in coding and decoding secret messages.

In other Government agencies women are studying ways of improving bread for the military forces. They are developing



O E M DEFENSE PHOTO

"In the sail loft they make . . . flags . . . for the ships at sea."



U. S. BUREAU OF HOME ECONOMICS PHOTO

"They design work outfits for women employed in farm, home, and factory occupations . . . "

new recipes with the aim of making bread more nutritious. They are conducting experiments in the preservation of foodstuffs, such as potatoes, eggs, milk, and other staples. They are engaged in nutrition studies which are a part of a national nutrition program. They serve as inspectors of supplies sent to England. They are employed in the testing of textiles to determine resistance to mildew and other deteriorating elements, for the betterment of military clothing and equipment. They design work outfits for women employed in farm, home, and factory occupations—outfits stripped of hazardous ties and frills, and provided with comfort and safety.

In aviation there is a woman air-marking specialist and a private flying specialist; and there are many women who are ground-crew instructors and pilots.

Women are occupying positions such as director of personnel, liaison officer, food consultant, director of nutrition, associate administrator, executive assistant, nurse consultant, chief of public information, and chief of press relations.

Let us here pay tribute to the women in those less sensational but nevertheless necessary and important jobs of defense—those thousands of stenographers, typists, and clerks, who are displaying a devotion to duty equal to that of women engaged in work on the more dramatic side of preparedness.

Thus, at the end of the first year of the emergency, we are able to see something of women's participation in the national-defense program on the governmental front. However long the narrative may continue, it is certain that he who writes the final chapter will find in the complete story a record of courage, fortitude, and heroism displayed by women workers in defense who engaged themselves in uncommon duties which they performed faithfully and well.



U. S. CIVIL SERVICE COMMISSION PHOTOS

"Let us here pay tribute to the women in those less sensational . . . jobs of defense . . . "

WHERE MANY WOMEN ARE FOUND IN DEFENSE WORK

IN MAY 1940 the President of the United States declared a limited national emergency because of the chaotic state of world affairs. The military, civilian, and industrial power of the country was summoned to implement a program of preparedness intended to strengthen our armaments, coordinate our internal system of Government, and translate our ability to defend ourselves and our democratic institutions into a never-failing reality.

On June 30, 1940, the Federal rolls revealed that civil employment in the executive branch of the United States Government had reached a total of 1,002,820 individuals. Of this number, 816,610 were men and 186,210 were women.

The United States Civil Service Commission was confronted with the task of recruiting a capable emergency personnel, and then referring that personnel to those defense agencies which were fast gearing themselves to carry out the major projects of the national-defense program.

The Civil Service Commission quickly adjusted its recruiting procedures and regulations to the emergency, and, as a result, during the next 6 months, 116,821 placements increased the Federal roll to a total of 1,119,641 individuals. Of this new total, 892,264 were men and 227,377 were women.

Recruiting gained momentum. By June 30, 1941, 238,509 additional placements brought Federal civil employment to a grand total of 1,358,150 employees—1,091,743 men and 266,407 women.

The greatest employment activity occurred in the War and Navy Departments, where women increased in number by 51,320 and 8,652, respectively, during the 12-month period, making a total of more than 84,000 women employees in

these two major defense agencies alone, of which over 67,000 were occupying jobs in the field service (outside the District of Columbia).

On June 30, 1940, there were 2,844 women civil employees in the Ordnance Department at large outside the District of Columbia. By the end of June 1941 their number had increased to a total of nearly 10,000 women civil employees, of whom more than 6,000, or approximately two-thirds, were employed in Government-operated arsenals of the nation, as follows:

Picatinny Arsenal, Dover, N. J.	2,349
Watervliet Arsenal, Watervliet, N. Y.	185
Watertown Arsenal, Watertown, Mass.	251
Frankford Arsenal, Philadelphia, Pa.	3,223
Springfield Armory, Springfield, Mass.	279
Rock Island Arsenal, Rock Island, Ill.	511
Total women employees	6,798

On June 30, 1941, 10,792 women were employed in the Selective Service System; 2,670 women were on the rolls of The Panama Canal, the majority of them being employed in the Canal Zone; 1,942 women were employed in the Office for Emergency Management—more than one-half the total number of employees in the entire Office. In the Federal Security Agency, 12,904 women were employed, many of them on tasks concerned with the defense program. In the Civil Service Commission, 4,361 women were employed.

Statistics on women employees in the Federal service have been shown for those agencies primarily concerned with defense activities. Other agencies of the Government which employ large numbers of women workers are the Treasury Department (23,034 women employees), the Post Office Department (24,962), the Department of Agriculture (25,087), the Federal Loan Agency (8,181), the Federal Works Agency (16,263), the Maritime Commission (570), and the Veterans' Administration (14,622). Some of these agencies, too, are

concerned with certain phases of the defense program. The extent to which women are employed in other departments and independent establishments of the Government is shown in the accompanying table (pp. 28 and 29).

For the enlightenment of those who may question the authenticity of the positive advancement of women into the Federal service in times of emergency, let us see what was happening to female employment in the Government during those stirring days of 1917 and 1918 which have not yet receded from memory.

On November 11, 1918, approximately 917,760 civilians were employed in the executive branch of the Federal Government. While it is not known just how many of these individuals were women, it has been established that in the 2 years of the war period women received nearly 75 percent of the appointments at Washington. In the field branches of the Federal service, the proportion was about one woman to two men.

The startling effect of the great influx of women into the Federal service compelled the Chief Examiner of the United States Civil Service Commission to state in the Commission's 1918 annual report:

> The most notable change in Government personnel brought about by the war is in the employment of women. They are everywhere, and offices which formerly insisted on men employees are now acceding to the Commission's recommendation that their examinations be open to women applicants.

Many women remained in the Federal service after the close of the World War, and, today, some of these same women are occupying positions of responsibility. However, with the return of peace, the ranks of Government workers were gradually reduced, the number of women occupying positions decreased accordingly (82,180 women employees on June 30, 1925), and their effect, in force at least, was not to be felt again until the years of the depression (88,856 on June 30, 1930), the period of the ascendancy of the New Deal (120,777 on June 30, 1935), and, finally, at the beginning of the national-defense

CIVIL EMPLOYMENT IN THE EXECUTIVE BRANCH OF THE UNITED STATES GOVERNMENT BY SEX

June 1941

Department or independent establishment	Entire service			In the District of Columbia			Outside the District of Columbia		
	Total	Men	Women	Total	Men	Women	Total	Men	Women
Office of the President:									
Executive staff	1,173	671	502	899	491	408	274	180	94
Maintenance force	98	75	23	98	75	23	.....	.....	.....
Executive departments:									
State	7,009	4,685	2,324	1,784	712	1,072	5,225	3,973	1,252
Treasury	65,573	42,539	23,034	20,690	8,950	11,740	44,883	33,589	11,294
War	320,291	250,954	69,337	23,176	11,836	11,340	297,115	239,118	57,997
Justice	21,401	16,481	4,920	6,095	3,681	2,414	15,306	12,800	2,506
Post Office [1]	301,215	276,253	24,962	4,723	3,782	941	296,492	272,471	24,021
Navy	222,862	207,971	14,891	25,527	20,484	5,043	197,335	187,487	9,848
Interior	47,980	39,670	8,310	4,501	2,804	1,697	43,479	36,866	6,613
Agriculture [2]	91,146	66,059	25,087	13,209	6,667	6,542	77,937	59,392	18,545
Commerce	23,896	16,186	7,710	13,616	6,775	6,841	10,280	9,411	869
Labor	4,579	2,335	2,244	2,416	930	1,486	2,163	1,405	758
Independent establishments:									
Alley Dwelling Authority	156	102	54	156	102	54	.....	.....	.....
American Battle Monuments Commission	95	89	6	20	17	3	75	72	3
Bituminous Coal Commission	51	30	21	51	30	21	.....	.....	.....
Board of Governors, Federal Reserve System	470	267	203	448	245	203	22	22	.....
Board of Tax Appeals	135	62	73	135	62	73	.....	.....	.....
Civil Service Commission	6,709	2,348	4,361	4,292	1,485	2,807	2,417	863	1,554
Employees' Compensation Commission	526	242	284	458	215	243	68	27	41
Federal Communications Commission	1,414	966	448	776	400	376	638	566	72
Federal Deposit Insurance Corporation	2,357	1,386	971	514	253	261	1,843	1,133	710
Federal Loan Agency	18,653	10,472	8,181	5,056	2,669	2,387	13,597	7,803	5,794

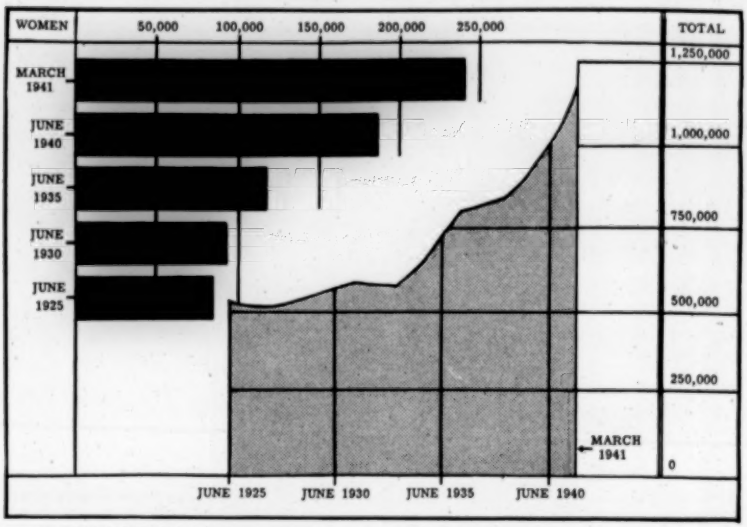
Federal Power Commission	814	598	216	561	390	171	253	208	45
Federal Security Agency	31, 872	18, 968	12, 904	9, 774	4, 978	4, 796	22, 098	13, 990	8, 108
Federal Trade Commission	685	436	249	593	371	222	92	65	27
Federal Works Agency	39, 020	22, 757	16, 263	13, 011	8, 906	4, 105	26, 009	13, 851	12, 158
General Accounting Office	5, 461	3, 439	2, 022	5, 461	3, 439	2, 022	.....	.....	.....
Government Printing Office	7, 119	5, 712	1, 407	7, 119	5, 712	1, 407	.....	.....	.....
Interstate Commerce Commission	2, 799	1, 955	844	2, 003	1, 350	653	796	605	191
Maritime Commission	2, 157	1, 587	570	1, 261	774	487	896	813	83
Maritime Labor Board	28	13	15	25	10	15	3	3	.....
Mount Rushmore National Memorial Commission	33	32	1	2	1	1	31	31	.....
National Advisory Committee for Aeronautics	1, 245	1, 072	173	90	48	42	1, 155	1, 024	131
National Archives	422	263	159	410	255	155	12	8	4
National Capital Park and Planning Commission	30	25	5	30	25	5	.....	.....	.....
National Labor Relations Board	882	493	389	420	243	177	462	250	212
National Mediation Board	73	38	35	.....	.....	.....	73	38	35
New York World's Fair Commission	3	2	1	.....	.....	.....	3	2	1
Office for Emergency Management	3, 691	1, 749	1, 942	3, 457	1, 608	1, 849	234	141	93
Panama Canal	36, 425	33, 755	2, 670	184	164	20	36, 241	33, 591	2, 650
Railroad Retirement Board	2, 213	1, 242	971	1, 594	805	789	619	437	182
Securities and Exchange Commission	1, 678	1, 106	572	1, 304	841	463	374	265	109
Selective Service System	16, 593	5, 801	10, 792	389	102	287	16, 204	5, 699	10, 505
Smithsonian Institution	869	671	198	869	671	198	.....	.....	.....
Special Counsel for the United States	3	1	2	.....	.....	.....	3	1	2
Tariff Commission	292	177	115	283	169	114	9	8	1
Tennessee Valley Authority	23, 006	21, 682	1, 324	10	4	6	22, 996	21, 678	1, 318
Veterans' Administration	42, 948	28, 326	14, 622	6, 417	2, 602	3, 815	36, 531	25, 724	10, 807
Total	1, 358, 150	1, 091, 743	266, 407	183, 907	106, 133	77, 774	1, 174, 243	985, 610	188, 633

[1] Exclusive of 611 temporary employees in substitute grades in the District of Columbia and 13,355 outside the District of Columbia.
[2] Includes employees hired under special letters of authorization.

program when they joined the signal march to total preparedness (186,210 on June 30, 1940).

Thus, in retrospect, do we catch a glimpse of the infiltration of women into the Government in times of national stress.

WOMEN CIVIL EMPLOYEES AND TOTAL CIVIL EMPLOYEES IN THE FEDERAL EXECUTIVE DEPARTMENTS AND INDEPENDENT ESTABLISHMENTS



U. S. CIVIL SERVICE COMMISSION CHART

" . . . *they joined the signal march to total preparedness* . . . "

SOME WOMEN OCCUPYING IMPORTANT DEFENSE JOBS

SINCE the first days of the national-defense program women have been occupied in important defense activities. A review of the educational background and wide experience of these women would present an interesting and colorful story in itself. Hundreds of examples might be cited. The few cases which follow illustrate the nature of the duties being performed by some of the daughters of Uncle Sam who occupy key positions in the Nation's effort to prepare:

MARY ANDERSON, Chief of the Women's Bureau, Department of Labor. Charged with formulating standards and policies which shall promote the welfare of wage-earning women, improve their working conditions, increase their efficiency, and advance their opportunities for profitable employment. This mandate applies equally to the defense industries.

MARY I. BARBER, Food Consultant to the Secretary of War. Assigned to the Subsistence Branch of the Quartermaster Corps. Advises Army on how to serve four million meals a day. Lent to the Government by the Kellogg Company of Battle Creek, Mich., where she is director of home economics. Also serves on the Advisory Board, Press Relations Department, Quartermaster Corps.

MARY McLEOD BETHUNE, Director, Office of Negro Affairs, National Youth Administration. Responsible for projects created for the purpose of training Negro youths for integration into defense activities.

KATHERINE C. BLACKBURN, Assistant Director, Office of Government Reports, Executive Office of the President. Assists in the direction of the Division of Press Intelligence, which provides Government officials with a clipping service and concise reports on current comment concerning defense and public affairs; the Division of Field Operations, which acts as a clearing house for information on Federal agencies; and the U. S. Information Service, which answers thousands of queries annually from the general public.

PAULINE BAKER CHAMBERS, Nurse Consultant, Office of Production Management. Charged with the responsibility of placement of women workers coming to Washington in proper living quarters; advises on health, recreation, and money matters. Makes it possible for incoming women employees to arrange quarters in advance.

HARRIETT ELLIOTT, Associate Administrator, Office of Price Administration, Office for Emergency Management. Responsible for the protection of the consumer and consumer needs.

MAY THOMPSON EVANS, Special Assistant to the Director, Division of State and Local Cooperation, Office for Emergency Management. Advises with Governors, defense council officials, civic and professional organizations, and heads of established volunteer service bureaus on integrating the activities of women into State and local defense councils. Establishes procedures through which civilian volunteers may contribute their services to the defense program.[1]

KATHERINE A. FREDERIC, Acting Chief, Reports and Studies, Division of State and Local Cooperation, Office for Emergency Management. Responsible for the preparation of reports, publications, special studies, articles, and other material issued by the Division in official bulletins. Gathers, and makes available, information on the operation of State and local defense councils; also information on defense developments which concern State and local government.[1]

BESS GOODYKOONTZ, Assistant Commissioner of Education, Office of Education, Federal Security Agency. In charge of a series of 27 publications on education and defense which show what the schools of the country can do and are doing in relation to the national-defense program.

ALICE HAGER, Chief of Public Information, Civil Aeronautics Board. Responsible for dissemination of public information on air activities, including information for the press. Issues safety bulletins. Interprets, for the public, analyses on air accidents with the object of showing what flyers should or should not do in order to avoid accidents.

OVETA CULP HOBBY, Expert Consultant to the Secretary of War. The Army's first woman editor. Directs the section of the Bureau of Public Relations of the War Department which translates life in the army in terms of interest to mothers, wives, sisters, and sweethearts.

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[1] The functions of the Division of State and Local Cooperation have been transferred to the Office of Civilian Defense.

LYTLE HULL (the former Mrs. Vincent Astor), Vice Chairman, Defense Savings Committee, Treasury Department, State of New York. In charge of all women's activities to promote the sale of Defense Bonds and Stamps throughout the State.

FLORENCE S. KERR, Assistant Commissioner, Work Projects Administration, Federal Works Agency. Directs community-service projects pertaining to the defense program. Conducts occupational training projects through which thousands of workers are prepared for employment in defense industries.

HENRIETTA S. KLOTZ, Assistant to the Secretary of the Treasury. As private secretary to the Secretary of the Treasury, handles a large number of confidential matters relating to phases of the defense program.

THELMA McKELVEY, Special Assistant, Labor Supply Branch, Labor Division, Office of Production Management. Develops programs for the training and increased employment of women in defense industries, particularly in those occupations where there are labor shortages, and in those industries which have not traditionally employed women.

HELEN MITCHELL, Director of Nutrition, Office of the Coordinator of Health, Welfare and Related Defense Activities. In charge of Nation-wide educational program to encourage better use of food on hand, and to raise the morale of the country by increasing physical fitness of citizens.

BLANCHE NOYES, Air Marking Specialist, Civil Aeronautics Administration, Department of Commerce. Pilot. In charge of air-marking program which aids air navigation through the proper marking of localities, particularly in those parts of the country where Air Corps flying schools are engaged in the training of pilots.

RUTH O'BRIEN, Chief, Division of Textiles and Clothing, Bureau of Home Economics, Department of Agriculture. With governmental ban on silk imports, cotton stockings designed under her direction assume new importance in the national-defense program. Provides War and Navy Departments with methods of mildew-proofing cotton fabrics used in tents, tarpaulins and sandbags.

PATRICIA O'MALLEY, Chief, Press Relations, Civil Aeronautics Administration, Department of Commerce. In charge of preparation and distribution of information to the press and radio, and the dissemination of material for feature articles, on aviation.

PHOEBE A. OMLIE, Senior Private Flying Specialist, Civil Aeronautics Administration, Department of Commerce. Has completed 11,000-

mile journey over country arranging for immediate expansion of classes for airport "ground servicement" to forestall possible shortage of efficient ground men to meet increased demand which will be brought about by expanded aviation programs.

GRACE A. PARKHURST, Assistant to the Chief, Purchase Division, Procurement Division, Treasury Department. Engaged in buying defense materials in connection with the activities under the Lease-Lend Act.

CLARICE SCOTT, Clothing Specialist, Bureau of Home Economics, Department of Agriculture. Designs work outfits for women employed in farm, home, and factory occupations—outfits stripped of hazardous ties and frills, and provided with comfort and safety.

RUTH H. SHIPLEY, Chief, Passport Division, Department of State. Considers and approves passports for persons going to areas where new defense bases are being constructed. Facilitates the travel of all persons concerned with Lease-Lend Act aid to the British Isles and China.

LOUISE STANLEY, Chief, Bureau of Home Economics, Department of Agriculture. Directs Nation-wide studies on what farm, city, and village families are eating in order to cooperate with other defense agencies in the national drive toward better nutrition. Member committee established to advise British in the selection of food under the Lease-Lend Act.

HAZEL STIEBELING, Food Economist, Bureau of Home Economics, Department of Agriculture. Answers the question "Are we well fed?" by analyzing diets of typical families; plans how to spend food money in order to get the best returns in nutrition.

RUTH VAN DEMAN, Chief, Information Division, Bureau of Home Economics, Department of Agriculture. Interprets the Bureau's research by means of bulletin, radio, picture, and graph as an aid in applying the findings of science to the maintenance or improvement of morale and ways of living.

MARY N. WINSLOW, Advisor for Civic Projects, Office of Coordinator of Inter-American Affairs, Office for Emergency Management. Works with women's organizations in connection with Latin-American activities. United States representative on the Inter-American Commission of Women.

TRAINING OPPORTUNITIES FOR WOMEN IN DEFENSE

CERTAIN industries were designated by the Government as "defense industries" at the time of the declaration of the limited national emergency in 1940. These industries included: Aircraft (manufacturing, maintenance, repair); machine tools; shipbuilding (manufacturing, maintenance, repair); automotive (manufacturing, maintenance, repair); electrical; forging; boiler and heavy steel plate; foundry; light manufacturing; sheet-metal; woodworking; chemicals; ammunition; ordnance (light and heavy).

For the present emergency the Government has found it necessary to make every effort to draw from the reservoirs of peace-time labor, eligible workers with specific skills to enter those industries designated as vital to defense. In many cases there has been a woeful shortage of such eligibles. The policy has prevailed, therefore, of forecasting the need for skilled labor, and training in advance the workers necessary to fill the gaps when they occur in the ranks of (1) the defense industries, and (2) the defense establishments of the Federal Government.

Women who are especially interested in securing Federal defense employment should appraise their individual abilities and should then acquire the necessary training and prepare to make their services available to the Government in the event that positions for which they are qualified are vacated by men, or are created as the preparedness program grows.

Because of their temperament, their patience, their nimble fingers, and the adaptability of their hands to the finest work, women are best qualified to perform the duties of those jobs in defense which require the elements of dexterity, care and speed in their accomplishment. These jobs include: Aircraft workers;

machine operators; assemblers and bench workers; inspectors; welders; sheet-metal workers (fuselage and wing construction of airplanes); coil winders; optical grinders and polishers; power sewing machine operators; tool-room attendants.

Adequate preliminary training in various skills has been provided by the Government for the mobilization, training, and placement of workers in defense industries. The United States Employment Service, the United States Civil Service Commission, the Federal Committee on Apprenticeship, the United States Office of Education, the National Youth Administration and the Civilian Conservation Corps coordinate their training programs in this important activity.

From many sections of the country vocational schools and institutions report the enrollment of women in training courses for automobile mechanics, airplane mechanics, airplane-parts inspectors, draftsmen, engineers, blueprint readers, industrial chemists, machine-shop workers, and radio operators.

Schools, colleges, and universities are offering defense training courses in first aid, diet and canteen work, map making, emergency rationing, home economics, engineering, aerial photography, research, and social work.

Organizations, such as the American Red Cross and the American Library Association, are conducting defense training courses in subjects pertinent to their activities.

Industries engaged in the manufacture, maintenance, and repair of aircraft, automotive parts, light and heavy ordnance, machine tools, and many other industries, conduct within industry training courses in those techniques common to their operations.

The insistent demand for skilled workers in Government arsenals, navy yards, and similar establishments caused the United States Civil Service Commission to adopt the policy of holding "continuously open" examinations for the skilled trades. Applicants who have the necessary experience and training are immediately assigned to duty; on-the-job training courses are offered which provide employees ample opportunity to learn higher-grade work. An open competitive examina-

tion was recently announced in the vicinity of one of the navy yards for the purpose of securing women trainees to fill the position of minor inspector of naval ordnance material.

Within the last 2 years many women have obtained appointment in the Federal civil service through the Junior Professional Assistant examination held by the Civil Service Commission each year. Among the optional subjects which have been included in the examination are economics, engineering, pharmacy, statistics, textile technology, bacteriology, meteorology, writing and editing, and chemistry.

The most popular examinations in which women compete are those given for the purpose of securing nurses, clerks, stenographers, and typists.

The best way to find out what defense jobs are available, and what the qualifications are, is to contact the United States Civil Service representative in the nearest first- or second-class post office, or visit the nearest office of the State Employment Service.

Many women already have gone from these training courses to vital defense industries. Many others have competed in civil-service examinations and have qualified for jobs in Government-operated defense establishments.

During the first year of the national-defense program the employment horizon widened, revealing a variety of new jobs occupied by women in the Federal service. From the valuable reserve of skilled labor created by the coordinated training agencies of the Government, the in-service training courses of industries, and the training activities of the schools and colleges of the country, thousands of skilled women workers will yet emerge and enter new jobs in Federal defense establishments. Thus, in the months to come, women will further expand the scope of their employment over the entire field of defense labor.

A guide to the variety of Government positions which women are filling in defense activities at the present time may be found in the table on the following page.

THE ABC OF FEDERAL DEFENSE JOBS WHICH WOMEN ARE OCCUPYING

Administrator (associate).
Air marking specialist.
Aircraft fabric worker.
Airplane painter.
Architect.
Arsenal learner.
Astronomer.

Buyer of material.

Cartographic engineer.
Clerk.
Cryptanalyst.
Cryptologist.
Customs collector.

Dental hygienist.
Designer of military insignia.
Dietitian.
Draftswoman.
Dress research specialist.
Economist.
Elevator operator.
Engineer.
Explosives operator.

Field specialist on food.
Flying specialist.
Fuze worker.

Gas mask inspector.
Ground service training director.

Home economist.
Hospital attendant.

Illustrator.
Immigration inspector.
Information specialist.
Inspector of—
- Engineering material.
- Munitions.
- Ordnance.
- Textiles.

Interpreter.
Laboratory technician.
Laborer.
Laundry helper.
Leather and canvas goods worker.
Liaison officer.
Librarian.

Machine operator.
Manufacturer of army clothing.
Matron.
Mess attendant.
Messenger.
Meteorologist (observer).

Nurse.
Nutrition specialist.

Parachute worker.
Personnel director.
Pharmacologist.
Pilot.
Powder bag maker.
Precision lens and plate maker.
Press relations officer.
Purchasing officer.

Receptionist.

Section chief.
Sewing machine operator.
Social worker.
Stenographer.
Storekeeper.
Supervisor.
Surgeon's assistant.

Telephone operator.
Toxicologist.
Translator.
Typist.

Writer.

FORWARD TOGETHER

THE WIDE participation of women in the national defense program necessitates no new philosophy in the field of labor. Rather, it exemplifies anew the wisdom of the old philosophy—equal compensation for equal work irrespective of sex—freshly clothed with strength and vitality.

The extended activity of women in the present emergency will clearly prove the need to apply their labor *at all times* in order that the products of their minds, their ingenuity and their talents may be readily utilized in those periods when the nation faces *any* emergency.

The successful performance of women in those jobs which are rare to their sex will reveal that men and women have moved forward together on this occasion, and together they have proved that women's work *in all occupations* is not a menace to the zeal of man, but, in fact, a means whereby he has gone on to greater accomplishments.

The work of women in the great cooperative effort of the Nation to arm will win for them new laurels in the field of labor, and it will be said of them, "They contributed largely to the national security."

45

Detroit (Mich.)

"Labor News"

8-13/43

Committee on Women in Industry Reports

The Committee on Women In Industry organized by Frank X. Martel less than a month ago at the request of Miss Anne Gould, representative of the Labor Relations Department of the War Manpower Commission, reported this week on the advances made in its work.

As the result of several conferences the Committee has drawn up a questionnaire and submitted it to locals which employ women. The questionnaire seeks to determine what the increase of women in industry has been over a period of two years. Those questionnaires returned by unions who have always numbered women among their members reveal that female participation in union activities has been slight. In those industries where women have only recently been employed, the reports show women memberships in the local unions is practically nil.

The Committee on Women In Industry stands ready to work out individual programs to fit the needs of the various locals who may apply for aid. Through an educational program the Committee hopes to eradicate the anti-union attitude of the new women workers pouring in from the rural districts. They strive to teach this influx of new help to appreciate what organized labor has done to improve the standard of living and what part the women must play in preserving those gains and attaining further achievements.

It has also been verifed that most of the problems of women in industry are in-plant problems, such as getting machinery and supplies adjusted to their needs. Home difficulties such as the need for child care, shopping services, and the upkeep of their houses must also be solved.

The union who recognizes that by helping in the solution of these wartime problems it will gain good will for trade unionism is due for a healthy future. When women are rightfully directed in the part they can play in the true cause of labor they will rally to its defense and support as they do for all other worthy causes.

Mrs. Florence Sweeney is Chairman of the Committee on Women In Industry. Other members are: Mrs. Bradford, Mr. Randolph, Mr. Traylor, Mr. Paris, and Mr. Morris.

Contacts are being made through the Labor Office of the WPB with all other governmental and community agencies to ascertain what services they have available for the unions to draw on. Locals who wish to institute the abovc outlined educational program are invited to contact the Committee.

WAR PRODUCTION BOARD
REGIONAL OFFICE (11)
7310 WOODWARD AVENUE
DETROIT, MICH.

OFFICE OF REGIONAL LABOR REPRESENTATIVE

May 21, 1943

WOMEN'S BUREAU
MAY 24 1943
DEPARTMENT OF LABOR

Miss Mary Anderson, Director
Women's Division - Dept. of Labor
Washington, D. C.

Dear Miss Anderson:

Attached are the names of the Women's Advisory Committee of the Labor Production Division, WPB, Region XI, and also a report issued by the Committee. We trust this information will be of interest to you.

Sincerely yours,

Dorothy K. Roosevelt

Dorothy K. Roosevelt
Labor Representative
Labor Production Division



WOMEN'S ADVISORY COMMITTEE
TO THE LABOR PRODUCTION DIVISION
WAR PRODUCTION BOARD
REGION XI

Mrs. Dorothy K. Roosevelt, Chairman	617 Boulevard Bldg. Detroit, Michigan	Labor Production Division War Production Board
Mrs. Marion Bemis, Secretary	2110 Park Avenue Detroit, Michigan	Representing the public
Mrs. Kathleen Lowrie	4317 Glendale Detroit, Michigan	Women's Bureau, U.S. Department of Labor
Mrs. Anne Brandes	112 E. Jefferson Detroit, Michigan	U.S. Employment Service
Mrs. Geraldine Bledsoe	424 Boulevard Bldg. Detroit, Michigan	Fair Employment Practice Comm., War Manpower Commission
Mrs. Irene Murphy	51 West Warren Avenue Detroit, Michigan	Sec'y., Committee for Day Care of Children, Wayne County Defense Council
Mrs. Caroline Burlingame	424 Bonnie Briar Road Birmingham, Michigan	Children's War Service, War Chest Agency
Mrs. Helen Bryant	612 Glynn Court Detroit, Michigan	Detroit Municipal Defense Council
Mrs. Katherine Gelles	281 W. Grand Boulevard Detroit, Michigan	UAW-CIO Auxiliary
Mrs. Steve Pehur	710 Goldengate Detroit, Michigan	UAW-CIO International Office
Mrs. Kathleen Henson	12½ E. Lawrence Avenue Pontiac, Michigan	Pontiac CIO Council, Sec'y.
Mrs. Verne Corrigan	82 West Montcalm Detroit, Michigan	AFL Auxiliary
Miss Frances Comfort	2712 Lawrence Detroit, Michigan	AFL Teachers' Union
Mrs. Gertrude Pelletier	17300 Kentucky Avenue Detroit, Michigan	Counsellor -- Hudson Motor Car Company
Miss Dorothy Cline	8042 Superior Centerline, Michigan	Representing the public

April 2, 1943

A REPORT PREPARED BY THE WOMEN'S ADVISORY COMMITTEE
OF THE LABOR PRODUCTION DIVISION, W.P.B.
REGION XI

There is mounting evidence today based on interviews and studies that production schedules in the Detroit area will be seriously affected in 1943 and 1944 unless management, labor, and community agencies accept their responsibilities for overcoming the problems related to work attendance that are interferring today with the utilization of womanpower. Since the Greater Detroit area represents in fact the Nation's Number One Arsenal, the extent and manner in which attendance problems are attacked in this area may determine - by example to the rest of the country - whether the United Nations can win the war this year, next year or the next. There is a direct connection between efforts to improve the attendance record of industrial workers on the home front with bringing the boys back from the military fronts in as large numbers and as quickly as possible.

In order to wage effective warfare, it is vital to recognize that the employment of women in unprecedented numbers has given rise to new and basic problems which must be solved quickly if production schedules are to be maintained throughout '43 and '44. It is important to remind manufacturers, labor leaders, public officials, agency representatives and citizens, generally, that World War II can only be won if there is full, intelligent, and speedy utilization of womanpower in the Detroit area.

The majority of women now in industry have not closed their eyes to the need for maintaining production schedules by striving for good attendance records. For the most part, these women are patriotic, conscientious, and determined to make their wholehearted contribution to the winning of the war. At the same time, it is clear that women workers find themselves in the situation where employees

as individuals cannot remove the basic factors causing absence from work among women in the Detroit plants. Women workers, therefore, are dependent upon the war-time services that should be provided by three-way action on the part of management, labor, and public and private agencies in Greater Detroit.

The committee thinks it is vital for agencies, groups, industrial, and community leaders who are anxious to adopt some constructive measures with respect to absenteeism, to more clearly understand the situation with which thousands of women workers are faced, today in Detroit. In the first place, the majority of women in industry or about to go into industry have had no previous factory experience. These women are confronted with the immediate necessity of accepting completely new conditions of eating, sleeping, shopping and cooking. They must become acquainted with shop rules, safety regulations, trade union procedures, manufacturing processes, and tools for the first time in their lives. They must learn how to "take it" in spite of long hours of fatiguing work, personal restrictions, and tedious labors. Such things as becoming familiar with shop terminology, general rules of conduct, and with work associates require unusual adjustments for many women. The committee wishes to emphasize the fact it is highly important to make adequate allowances for this situation and to assist women workers during the transition period. Otherwise, war plants run the risk of having women employees return to the home or become misfits in industry.

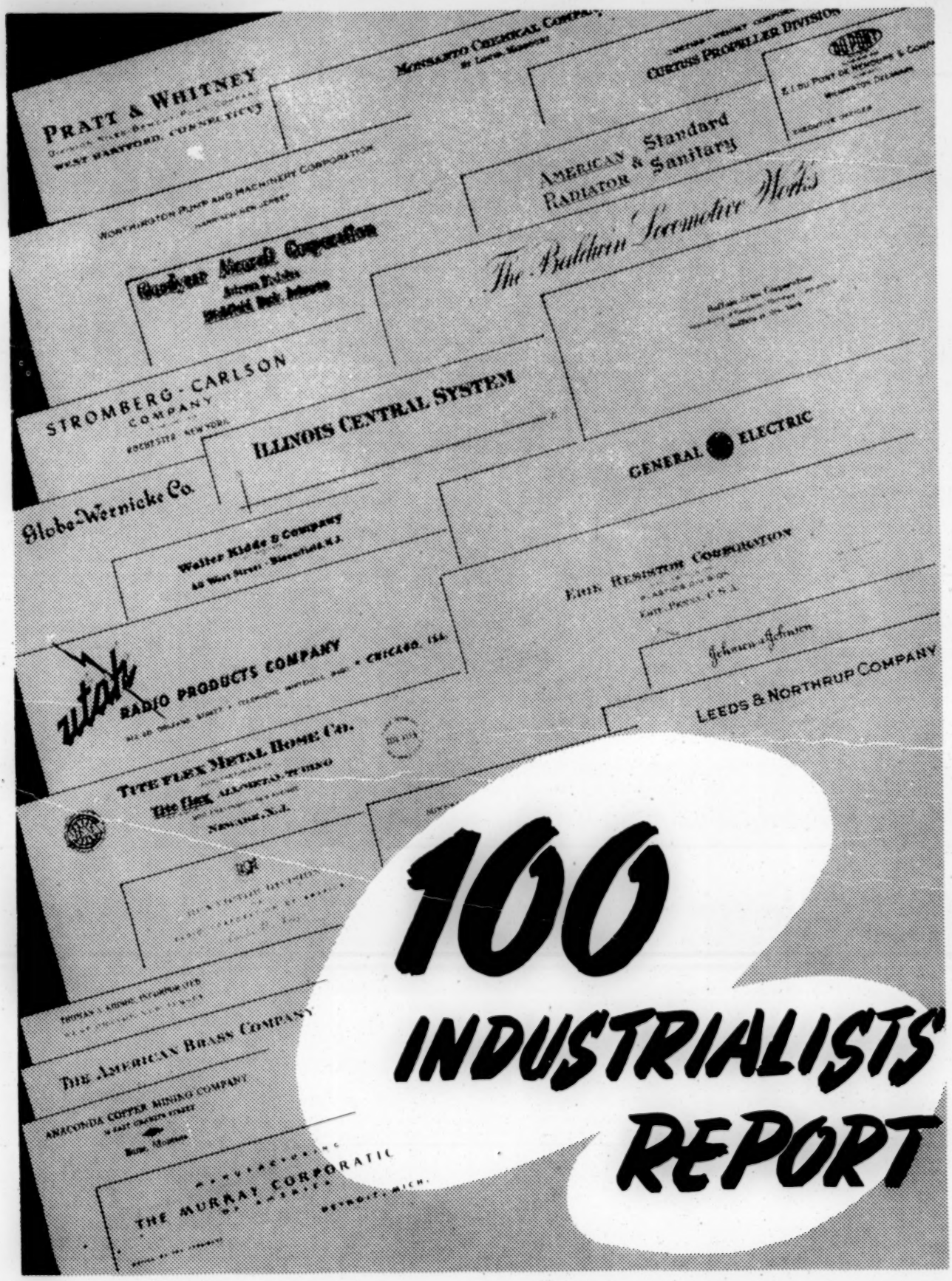
When women move into industry, moreover, they are not able to shake off personal or family responsibilities. On the contrary, most of them carry on the usual activities of planning and preparing meals, shopping for the family, mending, cleaning, and laundering, managing household accounts, and supervising the children. Twenty-four hours of the average woman's day is shared by the factory

and the family, leaving an inadequate amount of time for rest, relaxation and social activities. Double responsibilities fall on women war workers in contrast with the usual responsibilities of the majority of male workers. Community services with respect to health, child care, recreation, housing and transportation, generally inadequate prior to the war, have not kept up with the rapid acceleration of the war production program. As a result, the majority of women engaged in war work have had to shoulder increased responsibilities with little help from local groups or agencies. It is clear at this point in the conduct of the war that most women cannot continue to carry their burdens for any considerable period of time without help, and that many others will not accept jobs until new kinds of services are provided in the Greater Detroit area. We wish to emphasize that efforts to improve the attendance records of women workers can be successful only if the underlying causes for poor attendance on war jobs are removed.

The general causes of the poor attendance records in many war plants are known. Studies by the Women's Bureau, War Manpower Commission and War Production Board show the seven basic factors are: illness, accidents, fatigue—the big three--plus home and personal responsibilities, housing shortages, transportation and voluntary absenteeism for other reasons.

The Advisory Committee recommends that a report be prepared at once showing the concrete steps that can be taken by management, labor and agencies in the Greater Detroit area to attack these problems affecting attendance in the Detroit industries. The report should offer practical and timely suggestions on how to keep womanpower, once we get it. It is recommended because of the urgency of achieving fuller use of womanpower that the preparation of this report be undertaken immediately and submitted to WPB for widespread distribution in the Detroit area.

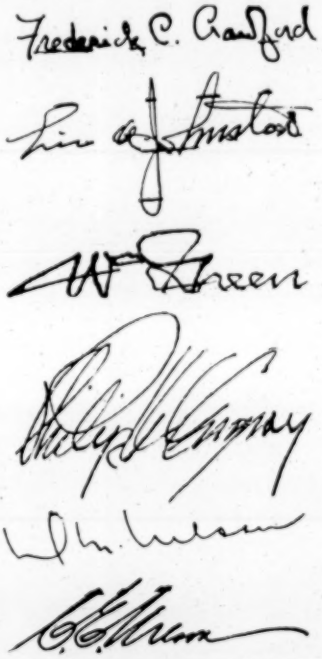
The committee wishes to point out, finally, that it is unwise to study and report on "absenteeism" as such. Not only has the term been misused and misinterpreted, but all the negative aspects of the subject have become associated with the current use of the term. It is more desirable, therefore, to have a positive approach to the problem. Hence, the committee is recommending the preparation of a report containing information that affects the attendance of women workers in war plants. A sound and realistic report on attendance rather than absenteeism may serve the purpose of getting industry, labor and community agencies to adopt constructive measures for solving problems that are interferring with an all-out attack on the Axis from the production lines in Greater Detroit.



100 INDUSTRIALISTS REPORT

LABOR, MANAGEMENT, AND GOVERNMENT UNITE ON LABOR-MANAGEMENT WAR PRODUCTION COMMITTEE PLAN

The Labor-Management Committee Program now being promoted by the War Production Drive Division of WPB, under the direction of Mr. T. K. Quinn and endorsed by us, is designed to increase war production. It is not a plan to promote company unions. It is not a device to increase the power or position of any union. It does not interfere with any bargaining machinery or undertake its functions. It is not designed to conform to any scheme that contemplates a measure of control of management by labor or labor by management. It does not put management in labor or labor in management. It is not a labor plan or a management plan. It is the War Production Drive Plan to increase production by increasing efficiency through greater management and labor cooperation.



FREDERICK C. CRAWFORD
President
National Association of Manufacturers

ERIC A. JOHNSTON
President
U. S. Chamber of Commerce

WILLIAM GREEN
President
American Federation of Labor

PHILIP MURRAY
President
Congress of Industrial Organizations

DONALD M. NELSON
Chairman
War Production Board

CHARLES E. WILSON
Executive Vice Chairman
War Production Board

THERE are now over 2,700 Labor-Management War Production Committees in American industry with about 30,000 top members, representing over 6,000,000 workers. The number is currently increasing at such a rate that we may anticipate a total of well over 4,000 Committees by the end of 1943.

INDUSTRIALISTS

Report on Their

LABOR-MANAGEMENT COMMITTEES



WAR PRODUCTION DRIVE—WPB
Municipal Center Building
Washington, D. C.

UNITED STATES
GOVERNMENT PRINTING OFFICE
WASHINGTON : 1943

MANAGEMENT WRITES A RECORD

THIS booklet presents 100 typical statements, from responsible management officials, on the operation of their Labor-Management Production Committees. These statements have been selected, from the total on hand, to give the broadest possible picture; different fields of business; different sized companies; varying locations. This enables any company executive to find among them an example comparable to his own operation.

In making these factual, candid statements, management has given conclusive proof of Labor-Management Committees' value. You will find most of these judgments thoughtful, precise, and well-reasoned. They do not claim their committees accomplish miracles. They make careful distinction between things committees can and cannot accomplish. Many of them emphasize the practical principles making for successful results. All in all, these statements furnish management the type and kind of information management wants and needs *most;* they tell *what* benefits can be expected, and *how* to get them.

Every executive, whose company has either no committee, or a committee not producing effective benefits, should read this booklet. For it is neither propaganda, promotion, nor publicity. It is a broad pooling of executive experience written by and for executives. There is no uniformity. Every case, though based on common principles, differs in detail.

All companies—all executives—are united today by their firm determination to produce to the limit to win the war. And, as manpower and facilities grow scarce, the emphasis is increasingly on "*getting more out of what we have.*"

Labor-Management Production Committees fit exactly into this program. They are a worthwhile mechanism for increasing production and bettering morale through more effective utilization of men, machines, and time. These statements prove they are practical, tested, and broadly beneficial to management, labor, and the Nation's war program.

Our country needs thousands more of these committees. The proof of their value is here; but the responsibility to use it is up to you.



T. K. Quinn
Director General,
War Production Drive.

REPORTING COMPANIES

	Page
The Allen Manufacturing Co., Hartford, Conn	6
The American Brass Co., Waterbury, Conn	6
American Gas Accumulator Co., Elizabeth, N. J	6
American Radiator & Standard Sanitary Corporation, Pittsburgh, Pa	6
American Screw Co., Providence, R. I	6
American Steel & Wire Co., Donora, Pa	7
American Stove Co., St. Louis, Mo	7
American Type Founders, Inc., Fitchburg, Mass	7
Arma Corporation, Brooklyn, N. Y	8
Ampco Metal, Inc., Milwaukee, Wis	8
Anaconda Copper Mining Co., Butte, Mont	8
Ba'dwin Locomotive Works, Philadelphia, Pa	10
Cyril Bath & Co., Cleveland, Ohio	10
Beech Aircraft Corporation, Wichita, Kans	10
Bellanca Aircraft Corporation, New Castle, Del	12
Bemis Bros. Bag Co., St. Louis, Mo	11
Bendix Aviation Corporation, South Bend, Ind	12
Banks Manufacturing Co., Chicago, Ill	13
Black & Decker Co., Kent, Ohio	11
Bridgeport Brass Co., Bridgeport, Conn	11
The J. G. Brill Co., Philadelphia, Pa	13
Buffalo Arms Corporation, Buffalo, N. Y	13
Busch-Sulzer Bros.--Diesel Engine Co., St Louis, Mo	13
California Cotton Mills Co., Oakland, Calif	13
Campbell Soup Co., Camden, N. J	14
Carrier Corporation, Syracuse, N. Y	14
Caterpillar Tractor Co., Peoria, Ill	14
Champion Lamp Works, Lynn, Mass	14
The Cleveland Pneumatic Tool Co., Cleveland, Chio	14
The Cleveland Welding Co., Cleveland, Ohio	15
The Coleman Lamp & Stove Co., Wichita, Kans	15
Columbia Steel Co., San Francisco, Calif	16
Columbia Steel & Shafting Co., Pittsburgh, Pa	16
The Cooper-Bessemer Corporation, Grove City, Pa	16
Curtiss-Wright Corporation, Buffalo, N. Y	17
Curtiss-Wright Corporation, Caldwell, N. J	17
The Cushman Chuck Co., Hartford, Conn	15
Davey Compressor Co., Kent, Ohio	18
Diamond T. Motor Car Co., Chicago, Ill	18
Dodge Manufacturing Corporation, Mishawaka, Ind	18
E. I. Du Pont De Nemours & Co., Wilmington, Del	18
The Eastern Rolling Mill Co., Baltimore, Md	19
Thomas A. Edison, Inc., West Orange, N. J	19
Electric Boat Co., Groton, Conn	20
Electric Machinery Manufacturing Co., Minneapolis, Minn	20
Elgin National Watch Co., Elgin, Ill	20
Emerson Electric Manufacturing Co., St. Louis, Mo	20
Erie Register Corporation, Erie, Pa	21
Fedders Manufacturing Co., Buffalo, N. Y	21
Federal Mining & Smelting Co., Wallace, Idaho	21
Fellows & Stewart, Inc., Wilmington, Calif	22
The Four City Ornamental Iron Co., Minneapolis, Minn	22
Foote, Pierson & Co., Inc., Newark, N. J	22
The Four Wheel Drive Auto Co., Clintonville, Wis	22
General Electric Co., Schenectady, N. Y	23
General Electric Co., Bridgeport, Conn	23
General Iron Works Co., Denver, Colo	21
The Globe-Wernicke Co., Cincinnati, Ohio	24
Goodyear Aircraft Corporation, Litchfield Park, Ariz	24
Great Lakes Engineering Works, River Rouge, Mich	24
Greenfield Tap & Die Corporation, Greenfield, Mass	24
Harnischfeger Corporation, Milwaukee, Wis	25
Herring-Hall-Marvin Safe Co., Hamilton, Ohio	25
The Illinois Central System, Chicago, Ill	25
Johnson & Johnson, New Brunswick, N. J	25
Jones & Lamson Machine Co., Springfield, Vt	25
Walter Kidde & Co., Bloomfield, N. J	26
Leeds & Northrup Co., Philadelphia, Pa	26
Lincoln Engineering Co., St. Louis, Mo	25
Marinship Corporation, Sausalito, Calif	26
Merck & Co., Inc., Rahway, N. J	27
Minneapolis-Honeywell Regulator Co., Minneapolis, Minn	27
Monsanto Chemical Co., St. Louis, Mo	27
The Murray Corporation of America, Detroit, Mich	27
The National Cash Register Co., Dayton, Ohio	28
New York Shipbuilding Corporation, Camden, N. J	28
Nickel Plate Road, Conneaut, Ohio	29
Nordberg Manufacturing Co., Milwaukee, Wis	29
Pittsburgh Forging Co., Coraopolis, Pa	29
Portland Woolen Mills, Inc., Portland, Oreg	30
Pratt & Whitney, West Hartford, Conn	30
Proctor & Schwartz, Inc., Philadelphia, Pa	30
The Pusey & Jones Corporation, Wilmington, Del	30
The Quaker Oats Co., Chicago, Ill	30
The Reliance Electric & Engineering Co., Cleveland, Ohio	30
Robbins & Myers, Inc., Springfield Ohio	31
RCA Victor Division of Radio Corporation of America, Camden, N. J	31
Sheffield Steel Corporation, Kansas City, Mo	31
Standard Oil Co. of New Jersey, New York, N. Y	32
Star Electric Motor Co., Bloomfield, N. J	32
Sterling Engine Co., Buffalo, N. Y	33
Stromberg-Carlson Co., Rochester, N. Y	33
Submarine Signal Co., Boston, Mass	33
Symington-Gould Co., Buffalo, N. Y	34
Tite Flex Metal Hose Co., Newark, N. J	34
Trico Products Corporation, Buffalo, N. Y	35
Tube Turns, Inc., Louisville, Ky	35
United Wire & Supply Corporation, Providence, R. I	35
Utah Radio Products Co., Chicago, Ill	35
Westinghouse Electric Manufacturing Co., Pittsburgh, Pa	35
Weston Electrical Instrument Corporation, Newark, N. J	35
The White Motor Co., Cleveland, Ohio	36
The Wolfe & Mann Manufacturing Co., Baltimore, Md	37
Woodall Industries, Inc., Detroit, Mich	37
Worth Steel Co., Claymont, Del	37
Worthington Pump & Machinery Corporation, Harrison, N. J	38
Vaico Manufacturing Co., Chicago, Ill	38
Vilter Manufacturing Co., Milwaukee, Wis	38
York Corporation, York, Pa	38

INDUSTRY REPORTS ON LABOR MANAGEMENT COMMITTEES

THE ALLEN MANUFACTURING CO.,
HARTFORD, CONN.

The writer has for reply your letter of August 30 addressed to Mr. H. R. Grant, president of this company, in which you inquire about the operations of our Labor-Management Committee.

The Allen Committee has been functioning since April 20, 1942, and has passed through various stages of development until reaching its present set-up under which we have made steady progress since the first of this year.

We now have a Central Committee of 10, equally representative of labor and management, which meets once a month to accept and act on reports of subcommittees and to transact any other necessary business.

The following subcommittees are functioning:

Engineering, Production, Safety and Plant Protection, Suggestion and Transportation. The writer personally handles all publicity in connection with the drive.

While we have not been able to attribute any phenominal production increase to the drive, due to the fact that many production bottlenecks had to be cracked from within before we hit our stride, we have been able to trace a definite improvement in employee-employer relationships. The drive has served as a most convenient and useful vehicle for all types of activities connected with the war effort. We find that generally when a bond drive or suggestion campaign or morale building rally is undertaken, the program meets with more acceptance if it is "Sponsored by the Allen War Production Drive Committee."

This endeavor has served here—as with many industrial concerns throughout the land—to bring labor and management together at the conference table and in the committee meeting. These meetings give each party a clear understanding of the other's problems and viewpoints and the result definitely adds up to greater teamwork to win the war.

We plan to continue our War Production Drive as long as the war lasts and possibly, under another name, during peace times as well.

RAY W. BIDWELL.

THE AMERICAN BRASS CO.,
WATERBURY, CONN.

Mr. Clark S. Judd, president of The American Brass Co. has asked the writer to acknowledge your letter of August 30 requesting a statement regarding operations and accomplishments of our Labor-Management Committees.

We have Labor-Management Committees at six of our branches located throughout the United States and each has had an opportunity to undertake campaigns as follows:

1. *War bond drives.*—Excellent results all branches.

2. *Pay-roll deduction campaigns.*—Excellent results all branches.

3. *Increased production.*—Labor-Management Committees must be given some credit for continuous production efforts as we have received Army-Navy "E" awards and the successive Star awards.

4. *Absenteeism.*—All Labor-Management Committees have made a real effort to combat absenteeism, although we do not have an excessive absenteeism percentage in most of our plants.

5. *Tool conservation.*—Good results at two branches.

6. *Suggestion systems.*—All branches have installed systems. One plant in East and one in Middle West have had better results than others.

7. *Incentive rallies.*—Four branches have had elaborate incentive rallies.

8. *Salvage.*—All branches have had campaigns. Good results.

9. *Safety.*—All branches have had campaigns and will repeat this fall.

10. *Gasoline and share-the-ride.*—Two branches have done outstanding jobs.

11. *Employee publications sponsored by Labor-Management Committees.*—Two branches issue publications which have created much interest.

Every effort has been made to follow recommendations and suggestions emanating from War Production Drive Headquarters. Naturally, all committees do not function alike due to personnel selected for committees, local labor conditions, etc.

W. H. DOWD
Labor Department.

AMERICAN GAS ACCUMULATOR CO.
ELIZABETH, N. J.

In response to your letter of August 30, 1943 may we say that through the cooperation of the Labor-Management Committees we have accomplished the following:

A considerable reduction of lost time, our attendance being improved 50 percent. We received a number of material-saving suggestions by changes in design, substituting other materials in place of vital ones and sheet metal trimmings which were previously scrapped are now used in making many parts. Also, our production has been increased by suggestions made on machining methods, and installation of additional material-handling equipment.

Being one of the smaller plants on production work, we felt that our committee should be made up of enough labor representatives so that every department and operation would be covered. We employ about 300 on production and there are 18 employees representing labor—of this number 6 meet each week with 5 representatives of management. To some degree we have used this method of operating previous to the request of the War Production Board to set up such committees. Having had this experience, we felt that through the work of these committees we could accomplish many things which may have been left undone or overlooked altogether.

We expect to continue with these committees in the operation of our shop after our enemies have surrendered, and we are back to peacetime operation.

J. M. PETERSON,
Superintendent.

THE AMERICAN RADIATOR & STANDARD SANITARY CORPORATION,
PITTSBURGH, PA.

This company has always recognized the importance of human relations and the necessity of providing its workers an opportunity for creative effort. Where management is capable of striking that happy balance between efficient processes and the efficient utilization of human instincts of workmanship, it will have solved a great part of the problem of continuous year-in and year-out efficient production. We are in full accord with War Production Drives and the formation of Labor-Management Committees, and have instructed all of our plants to organize such committees, as the attached copy of letter will indicate.

THEO. E. MUELLER,
Vice President.

AMERICAN SCREW CO.,
PROVIDENCE, R. I.

We are pleased to report to you that our Labor-Management Committee has been very successful in its programs.

The committee has suggested a remunerative suggestion system and a departmental contest to reduce absenteeism.

We feel that the greatest benefit derived from the Labor-Management Com-

mittee is the vehicle that it provides for close contact between management and labor.

GEORGE H. REAMA,
Factory Manager and
Director of Labor Relations.

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AMERICAN STEEL & WIRE CO.,
DONORA STEEL & WIRE WORKS,
DONORA, PA.

We feel that the committee at the Donora Steel & Wire Works is of considerable assistance in promoting increased production and improved morale in this plant. The management members of this committee consist of the Assistant Supervisory of the Industrial Relations. I, personally, frequently attend meetings of the Joint Committee, and review their problems. With this group representing management, we are able to expedite and make more effective the decisions made by the Joint Committee.

Constructive work has already been done on absenteeism, safety, transportation, and increased production.

L. F. MCGLINCY,
General Superintendent.

☆ ☆ ☆ ☆

AMERICAN STOVE CO.,
ST. LOUIS, MO.

The American Stove Co.'s Labor-Management Committee celebrated its first year of operation by launching a 30-day War Savings Bond Drive. It was decided to "Back The Attack" by setting a goal of $50,000 worth of bonds having calculated this figure to be the cost of a carload of 500-pound bombs, made in the St. Louis plant and delivered to General MacArthur in Australia.

A mass meeting was held to open the campaign. (Picture enclosed) Arthur Stockstrom, president of the company, Jake Segedin, president of the Stove Mounters Union and chairman of the board committee, Robert Schellenberg, vice-chairman of the committee, and John B. Edwards, member of the War Savings Committee Speakers' Bureau addressed the group.

At the end of the first week, the goal was reached and passed. $62,892.50 was pledged of which $15,825.25 was in cash. Only 63.2 percent of the employees have been contacted to date. The "war cry" now is "Let's double our quota."

In reviewing the year's activities, the committee has accomplished the following:

1. *Safety drive.*—Organized a subcommittee whose duty it is to study causes of all accidents, both minor and major. They recommend and place into effect all safety measures—if approved by management. Safety meetings are held weekly. This activity has caused a big improvement in the monthly report figures.

2. *Absentee drive.*—With the cooperation of the Personnel Office, a study of all absentees was conducted. Each worker who is absent is interviewed by the Personnel Director and then told about the importance of his war job. It was soon learned why so many workers took days off. Among some of the excuses was ration board troubles, calls to the clinic and doctor's office, income tax filing, etc. The Personnel Director has now set up a department to trace down all rationing problems for the workers. They call the clinic or doctor's office and make appointments for "after work hours." In short the workers now contact the office before they take time off, to determine if the committee can take care of their problems so they can stay on the job.

3. *Share a ride.*—The Government plan was adopted and the "Share-a-Ride Club" was organized. Through this group all rationing, and problems for gas and tires are solved for the worker.

4. *Production drive.*—A constant production drive is maintained. Government and other types of posters are used. The bulletin boards carry messages of all descriptions which would be of interest to the employee. Special types of boards are used to compare the daily production against the "Quota." Production mass meetings are held. Speakers for these occasions are representatives of labor and management. The feature speaker is supplied by the U. S. Army Ordnance. These meetings have proved quite popular and certainly have brought our workers closer together through this social contact.

5. *Employee's magazine.*—Our publication is printed once each month. We are enclosing two copies of recent issue. This magazine is designed to cover each phase of the committee's activities. It also prints information furnished by Office of War Information, activities around the plant, personal items about the employees and other news of interest to all. (Marked copies are enclosed.)

6. A "house organ" is also published each month for our workers and our former retail accounts. This is designed to inform these groups what part this company is playing in the war effort. Our employees appreciate this publication and it gives them a graphic and pictorial description of the production carried on by the plant.

7. *Suggestion System.*—Boxes are located throughout the plant where employees can deposit their suggestions. A constant drive is kept in progress to encourage the workers to send in their suggestions. Posters, bulletin-board messages, and magazine articles are constantly asking for their suggestions. Many excellent ideas on safety measures and production have resulted.

8. This committee also launches all drives such as Red Cross, War Chest, Blood Doners, War Bond and Stamps, U. S. O., etc. Each campaign has met with success.

GEORGE H. SCHLATTER,
Chairman,
War Production Drive Committee,
American Stove Company.

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AMERICAN TYPE FOUNDERS, INC.,
FITCHBURG, MASS.

Our Labor-Management Committee was set up on March 27, 1942. There are nine representatives of labor and one representative of management. The chairman is a labor representative. The committee meets every Friday afternoon at 3:30. The purpose in holding the meeting at this hour is to give the representatives of the night shifts an opportunity to attend.

Cooperating with the Labor-Management Committee is the Committee for Management on suggestions. This includes one representative of management, the shop superintendent, the assistant chief engineer, the chief inspector, a foreman, and four of the men from different departments on the production line. The Committee for Management meets every Tuesday morning to consider reports of investigations on suggestions and to recommend adoptions or rejection of the idea as the facts decide. Our suggestion awards begin with a minimum award of $5 in war savings stamps. Although there is no set limit for the highest award to be made, a $100 bond has been the largest award made so far.

The Suggestion System has functioned to the complete satisfaction of management and labor. Our employees have received 7 Certificates of Individual Production Merit, 12 Letters of Honorable Mention, and 14 Letters of Commendation. We have reason to believe that as a result of these suggestions this plant has been able to meet all its production schedules.

While the corner stone of the Labor-Management Committee is the Suggestion System, the committee has been given complete supervision of all employee activities. It has sponsored a bowling league, a softball league, a plant weekly newspaper which is published every Friday, a camera club, a transportation plan, and monthly employee dances which are very well attended.

It is our considered opinion that the activities of the Labor-Management Committee in this plant has developed a splendid esprit de corps among our employees. It has also done much to develop between management and labor a mutual understanding of each other's problems.

C. E. FERGUSON,
Vice President.

ARMA CORPORATION
BROOKLYN, N. Y.

We believe that our Joint Labor-Management War Production Drive Committee has been of great value to us during the past year and 7 months. As you know, we organized the committee immediately upon the invitation extended to us from Mr. Donald Nelson.

The president of the union is chairman for labor of our drive, the personnel director has the similar position for management.

We have six subcommittees, one each for Assembly, Electrical, and Maintenance, and because of the size of the shop, three separate committees on machine shop. There is quite even representation of both labor and management on these committees.

There are about 12 to 15 on each subcommittee and representation from each shift. There is a fair proportion of women; no doubt there will be more as time goes by.

Subcommittees meet every other Monday after work but they are paid for the time. We have found it convenient to meet on one of the assembly floors and the individual groups can be called together at the end of their meetings for a special speaker if necessary. Several times a year we have group assembly meetings, a sort of "pep" session, with messages from key people in labor and management. The entire committee also serves as leaders in the War Bond Drives, etc.

At subcommittee meetings, notes are taken by the secretaries. These and any material they wish to present are brought to the Board meetings, held the following Wednesdays, with chairmen and secretaries present. The Board Committee secretary for management devotes his entire time to War Production Board activities, carrying out through management, activities of the organization.

Committees have no special assignments; all matters are brought for the attention of the Board Committee.

The first activity which the drive could get its teeth into was a scrap drive; a bin was built at the front door of the plant, and metal, rubber, etc., was brought from home. The proceeds of the sale of this material was turned over to the Servicemen's Fund, of which more later.

Arma has had a suggestion contest running for some years; however, employees were invited to hand production suggestions to committee members for presentation to the Board. In some cases, these were investigated and recommendations to the regular Suggestion Committee made; others were handed in directly.

Because our products are the result of engineering of the most precise kind, and because changes cannot be easily made because of Navy regulations, all of us believe that not many suggestions are related pertaining to changes in the product but rather are concerned with methods of operation and improved working conditions. Nevertheless about 200 suggestions have been awarded so far in 1943 awards ranging from an immediate $2 in war savings stamps to $217 in war bonds.

Absentee reduction has been a function of the Safety and Medical Departments, and the committee cooperates with these departments insofar as they can help something which has been functioning right along. Training has also been long established here. A great deal has been done by the War Production Board in publicity and publication on these subjects.

To spread the work of committee activities, carefully kept minutes of the Board meetings, meticulously edited, are distributed to all committee members at their meetings; the minutes are a week late in a sense, but it gives us time to include right in the minutes, answers to some of the propositions and the material is also sent to the supervisory staff of foremen, section heads, etc.

We have a public address system and quite a few programs are given. We have had many notables present to address our workers; programs are timed on company time to end at the lunch hour. Recordings are made for rebroadcast to the night force. We also experimented with an interview program with war stamps as prizes for right answers. A record of the first year's activities, following the prospectus set when we began the drive, was distributed in May, and it is included in the kit of material given to new employees so that they may also be informed. Government Sheldon-Claire, and Eliot Service posters are used.

Four of the key people of the committee are officers of the Arma Servicemen's Fund. Pennants, emblems and the like are sold to benefit this fund, the union and the Arma Veterans' Association make donations, and the Arma Band has a yearly "sell-out" concert for this activity. Elaborate gift kits are sent at Christmas time, and a small check, for cigarettes, was mailed at Easter.

We think the morale here is pretty high. It must be: for instance on Monday, July 5, announced as a holiday in accordance with our agreement with the union, but paid at time and one-half, or straight time if absent, only 5 percent more were absent than on a regular work Monday. Bond deductions by the pay roll plan are among the highest in the East. We have been favored with special awards by the Red Cross for Blood Donors, by the Treasury Department, etc. We have a fourth star on our Army-Navy "E" burgee.

We hope this information and the enclosed booklet will assist you in your survey.

P. F. DORN,
Personnel Director.

AMPCO METAL, INC.,
MILWAUKEE, WIS.

Our Labor-Management Committee has had, we think, reasonable success. Being essentially a jobbing shop and a minimum part of our work being in the nature of highly repetitive production operations, ours is not the best type of operation for the deliberations of a Labor-Management Committee. The committee has proved more useful in the field of suggestions. Their campaign to secure suggestions for improved methods had from January 1 to August 15, 1943, produced 327 suggestions of which 26 have been used, and for which the company has paid a total of $1,624. The three greatest awards were respectively $750, $289, and $266.

The committee has also concerned itself with absenteeism, and while we never were plagued with excessive absenteeism, the committee has utilized good propaganda methods in holding our absentee figures down to between 3 and 4 percent, which is practically irreducible.

If our Labor-Management Committee has not functioned to exploit 100 percent the potential of the Labor-Management Committee ideal, it is perhaps because this firm has undergone tremendous expansion in a very short period of time. Because of the strain imposed by this expansion, the necessary individuals on the management side simply have not had the time to accomplish the fullest exploitation. We are approaching the leveling off point, however, and as standards become established we can then reinvestigate and improve, and we feel sure that our Labor-Management Committee will be extremely helpful.

Considering the amount of promotion the committee has been given, we think it has done an excellent job. We believe the committee will be retained for peacetime purposes. We are grateful for your interest.

J. E. JOHNSON,
Superintendent of Industrial Relations.

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ANACONDA COPPER MINING CO.,
BUTTE, MONT.

In reply to your request of August 30, addressed to J. R. Hobbins, president, Anaconda Copper Mining Co., 25 Broadway, New York, N. Y., for factual information about our Victory Labor-Management Production Committee, we are pleased to submit the following as a specific account of our aims and accomplishments:

The Victory Labor-Management Production Committees of the Anaconda Copper Mining Co. and its union representatives were formed in the summer of 1942 at the Butte mines, the Anaconda smelter and the Great Falls refinery. This report will concern itself only with the Butte Committee, since the three committees function independently.

In the 15-odd months of its existence, the Butte Labor-Management Committee has become, according to War Production Drive itself, one of the outstanding committees in the country. It was the first formed in the nonferrous metals industry; it was the first to publish a labor-management newspaper in this industry. Its specific accomplishments relate to:

1. *Suggestions.*—A Suggestion Subcommittee was created shortly after the formation of the committee. It meets regularly to discuss suggestions, submitted by miners and craftsmen and these, after examination, are reported into the general committee. Periodic ceremonies have been held and several awards given to miners and craftsmen for acceptable suggestions.

2. *Absenteeism.*—The grave problem of absenteeism was undertaken by a joint subcommittee of the Labor-Management Committee, composed of two members of the Butte Miners' Union and two members of management. Under the jurisdiction of this subcommittee (the craft unions handle their absenteeism matters directly), experiments were conducted at two representative mines with such conspicuous success that the absenteeism interview plan has been adopted at all mines with the full concurrence of both labor and management. It is perhaps a little too early to predict the final outcome of the drive to reduce absenteeism, but both sides are satisfied that the program is effective.

3. *Labor-management newspaper.*—The Butte Committee was responsible for the creation of "Copper Commando," following the recommendation of the War Production Board and the War Department. The newspaper, issued twice monthly, is circulated to all employees of the company in the three locations. Our committee feels that it enjoys a high measure of acceptance both by labor and management, and the contract to produce this newspaper for another year has just been concluded.

4. *Award of merit.*—The Butte Committee was the first to undertake to relieve the situation caused by the "freezing" of draft-age men in the copper industry. The committee sent a delegate to Washington to confer with Mr. H. O. King, head of the Copper Division, with the result that recognition certificates are now being given to approximately 2,500 miners and craftsmen in recognition of their contribution to the war program. Butte was the first city so honored, but the Butte Labor-Management Committee conceived the idea and was the first to approach the Copper Division. The ceremonies, given a few evenings ago, packed one of the local halls to overflow and the function was considered so successful that a recommendation has been made to the Copper Division that similar citations be given in other copper communities.

5. *Transportation.*—The Transportation Subcommittee acts to improve transportation facilities when they become substandard. This subcommittee works in harmony with the local bus lines and helps maintain, as a result, an acceptable transportation service for these essential workers.

6. *Nutrition.*—The Nutrition Subcommittee was formed in order to seek increased meat allotments for miners and to educate workers through "Copper Commando" and other media to the value of balanced diets. This work is being carried on effectively through "Copper Commando."

7. *Publicity.*—The Publicity Subcommittee was created to distribute Government literature, such as posters etc., to mine and plant bulletin boards. This subcommittee functions in collaboration with the Bureau of Safety of the company and the bulletin boards are changed regularly and kept constantly alive.

8. *Morale literature.*—The Labor-Management Committee, working with a local cartoonist employee, produces effective localized cartoons and pay-roll inserts for general distribution. These cartoons, drawn by artist John Powers, have also been cited by Washington departments as being extremely effective.

9. The Butte Committee cooperates in all conservation and salvage drives. Subcommittees are set up to handle these matters as drives are launched.

10. *Radio and newspapers.*—The Butte Labor-Management Committee is extremely articulate with respect to both radio and the newspaper. Recently the War Production Drive Headquarters and the War Department collaborated on the Army War Show, brought the event into Butte and established an all-time attendance record at the Butte High School Stadium. This show was produced in collaboration with the Victory Labor-Management Production Committee. This committee has already received assurance from the War Department and the drive headquarters that the labor-management cooperation here was flawless. Our committee feels in turn that the War Show, sponsored by the Drive Division, has been of immeasurable value in bringing the war more closely home to the worker and in building worker morale.

This committee has made several appearances, through its representatives, over the local radio station. These have been favorably received throughout the community and the committee, at its last meeting, decided to draft further programs for early presentation.

11. A special issue of "Copper Commando," devoted to the Victory Labor-Management Production Committee, was recently issued; an article on the committee appears in the current issue of Mining Congress Journal; the committee has been favorably covered in a recent issue of Labor-Management News; the committee will be favorably written up in an article in the Saturday Evening Post shortly to appear. Miscellaneous activities of "Copper Commando" include a special issue devoted to the end uses of copper, a special issue relating the individual copper worker to the war, issues devoted to the Army War Show; to the awards ceremonies, etc.

12. Our committee has been publicly endorsed, both verbally and in print, by our Governor, our chief justice, the mayor of our city and the executives of the CIO and AFL unions in the community as well as management.

13. Among accomplishments of a morale building type, this joint committee succeeded in getting the National War Production Board, through its Copper Division, to allocate rubber for resumption of manufacture of Terra Haute boots worn here for years by copper miners in underground work. This 10-inch rubber boot is much more satisfactory than the other types prescribed by the Office of Price Administration.

14. At present there are no work watches available here. Cheap watches, to be carried by miners at work, are most essential equipment in underground work, this because of the necessity of knowing the time for blasting which, if not properly timed, creates a very dangerous condition.

We are endeavoring to get a supply of inexpensive watches allocated for sale in Butte for miners. Alarm clocks are also needed here. Also, there is a shortage of overalls and work underwear in the Butte stores. This situation should receive attention from the proper governmental agency.

15. This report deals entirely with the activities of the Butte Committee. As committees are functioning at Great Falls, Mont., and Anaconda, Mont., in the plants of this company, the writer suggests that you communicate with these gentlemen for a detailed report on the work being done at their plants along similar lines:

Mr. R. B. Caples, Manager,
Reduction Department,
Anaconda Copper Mining Co.,
Great Falls, Mont.

Mr. W. E. Mitchell, Manager,
Reduction Department,
Anaconda Copper Mining Co.,
Anaconda, Mont.

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The Butte Labor-Management Committee feels that the year passed has reflected a great deal of progress. We believe we sense a closer working comradeship between labor and management. Our various activities have made the copper worker more acutely conscious of the need for his product. We do not feel that we have achieved perfection by any means, but we feel we are making distinct headway and we elect to continue with this operation.

W. J. McMAHON,
General Secretary.

CYRIL BATH & CO.,
CLEVELAND, OHIO.

I am personally very sure that you are tapping a source of greatly increased production that needs neither plant, nor tools, nor capital, but is moving toward that cooperation which is worth more than any other thing, and which tends to restore men's sense of dignity in their own work and their sense of oneness with the organization they're working with.

CYRIL BATH,
President.

THE BALDWIN LOCOMOTIVE WORKS,
PHILADELPHIA, PA.

We can report "favorable cooperation." We meet regularly with the labor management groups and many worthwhile suggestions have come out of those meetings. They are attacking the difficult problems of absenteeism, production, working conditions, and safety with great interest and we are heartily in accord that such committees are necessary in wartime.

RALPH KELLY,
President.

BEECH AIRCRAFT CORPORATION,
WICHITA, KANS.

A Labor-Management War Production Drive Committee has been actively functioning at the Beech Aircraft Corporation since April 9, 1942. Since its inception, this committee has made such a record of accomplishment that its retention seems certain, even after the war is won and the necessity of speeding up war production has ended.

When first proposed, the idea of setting up a War Production Drive Committee was regarded a little skeptically by all concerned, because the matters with which the committee would be concerned were all well under control through existing agencies or channels. Relations between labor and management were, as today, almost unique in industry because of a spirit of mutual good will and confidence best reflected in one of the highest production rates of any aircraft factory. Absenteeism was at or below normal peacetimes rates. A conservation program which had attracted Nation-wide attention, and close study by Army officials, was saving large amounts of critical materials. Employee suggestions were coming in each month in substantial volume, through a suggestion system that had already been operating very well for more than a year. War bond purchases exceeded 20 percent of pay roll. A "share-the-ride" program operating under the company's personnel department had brought about an average of more than four riders to every five-passenger car. Employee services having to do with health, sanitation, education, recreation, and similar matters were functioning smoothly. A weekly employee house organ of substantial size was being published, and well received and read by all employees. In departments operating under agreement with the employees' collective bargaining agency, the minor grievances that occasionally arose were handled quickly through established union-management channels. In short, it seemed there would be little or nothing for a labor-management committee to do.

It was decided, however, that a Labor-Management Committee would be useful as an advisory body, to serve as a medium for exchanging ideas between labor and management as to the effectiveness of handling of matters enumerated above (except those covered by the union-management agreement), and to counsel on possible improvements. The committee, it was felt, would have its greatest value as an "idea pipe-line," bringing together reactions from all workers in all departments, and from supervisory personnel, as to handling the many problems related to speeding up and smoothing Beechcraft's war production program. So the committee was set up to advise, rather than to serve as an executive body. It was agreed by labor and management members that its function would be entirely to make recommendations to management; that those ideas would be accepted or rejected in accordance with their merit from the viewpoint of the over-all production picture as it appeared to management. In brief, the committee supplemented, through its advisory function, the information on which management's decisions and actions were based; it did not in any way supersede or overrule the company management. On the basis of Beech Aircraft's successful experience with its committee, it is felt that this is the most practical basis on which a Labor-Management Committee can operate.

This does not mean that the committee was, or is in any sense a "rubber stamp" or an impotent or powerless body. On the contrary, every recommendation which it has made was the object of the closest study by a ranking executive of the company. Most of its proposals have been put into effect exactly as proposed; some have been used with minor changes; and only a few have been declined, always with a full explanation to the committee of the reasons why not. All matters having to do with collective bargaining, or any other aspect of labor relations properly coming within the scope of the union management, have been excluded from Labor-Management Committee debate, by mutual agreement of all committeemen, to avoid encroaching on territory not its proper province.

The committee as originally formed consisted of 8 members; 4 employee representatives including the first and second shift union chairmen, and 2 other active union committeemen, and 4 management representatives in charge of various departments. Each committee member was asked to organize a subcommittee of sufficient departmental range and scope to assure a cross-section of reactions to committee proposals from all employees and supervisors throughout all departments. The main Labor-Management Committee, and its satellite subcommittees, have since been enlarged, chiefly to broaden this cross-section of reactions and enlist the widest possible employee support, to a point where the main committee has 16 members, and the subcommittees a total membership exceeding 140 persons. Experience indicates that the network of subcommittees, reaching throughout the organization, is very important in gaining acceptance for the War Production Drive Committee and in aiding it to function most effectively as a true Labor-Management Committee.

The first major assignment of Beechcraft's War Production Drive Committee was to devise rules and methods for awarding to all employees (including the officers of the company, and personnel in supervisory positions) a special honor emblem and certificate of merit, the Beechcraft Busy Bee. This award, constituting a public citation and conferral of a special lapel emblem, was granted only to those who, in the words of the citation, "demonstrated, by performance, the qualities of high efficiency, interest in the job at hand and in training for further advancement, cheerful cooperation with others, and constant determination to 'Kill 'em with Production.'" The delicate nature of the committee's assignment is obvious. To single out a chosen group of employees as the first to receive such an award, and say to the rest that their turn will come later, carried highly explosive possibilities, especially among as proud and spirited a group as Beechcrafters, most of whom already conformed to the qualifications cited. The committee, by setting up impartial standards plainly fair to all potential recipients, whether rank-and-file employees or officers of the firm, and

gaining full employee support of its action, proved its merit very fully on this assignment.

An early project of interest and value was the integration of WPB Certificates of Production Merit and allied awards with the Company's Suggestion System. The War Production Drive Committee gave out these certificates to employees submitting ideas of value as suggestions, thus providing valuable and perceptibly influential support for the drive for time and waste-saving suggestions.

An extensive investigation into further material conservation possibilities, enlisting the fullest aid of shop personnel, was highly resultful. The subcommittees especially proved their value here, getting shop people to think further on ways and means to utilize material most effectively.

A program of passing on the merits of, and according proper display to morale-building posters, was an early project. This is one exception to the otherwise advisory functions of the committee; a special poster committee does the actual work of putting up and taking down posters.

War bond purchases were stimulated through a committee project calling for awarding of "200 percent Bond Buyer" Treasury flags to departments whose members signed up to buy bonds regularly through weekly pay-roll deductions, as well as quarterly purchases through the Beech Efficiency Incentive Plan. By this means bond purchases rose to 22 percent of pay roll.

A major project of the committee and its subcommittees was started in February 1943, with a mass dinner meeting of all committee and subcommittee members, together with all company executives, department heads, Air Corps representatives, and supervisory personnel from the rank of assistant foreman upward. At this meeting plans were completed for an all-out "War on Absenteeism," including rewards of war bonds and stamps for members of departmental groups having perfect attendance records, and penalties for persistent absentees. A copy of the minutes of this meeting, and "Procedure for Controlling Absenteeism" there agreed on, is attached. Emphasis was placed, in the original project and its subsequent follow-up, on educating and selling the employees on the importance of good attendance records, and stressing reward rather than punishment. The results are dramatic only if viewed with allowance for the fact that at the start of the project, Beechcraft's absentee rate, on March 20, 1943, was 3.71 percent of employment, or about the peacetime norm. By July the percentage dropped to 2.26 percent, a 39 percent reduction in absenteeism. Meanwhile, for the month of April 1943, Beechcraft's absentee rate was, according to Wright Field, the lowest among 57 aircraft factories in the United States. Absenteeism has since increased slightly, due to heavy turnover prompted by employees leaving for military service. The program continues, with emphasis on educating new employees to the importance of their jobs and of good attendance. Without this project, the absentee rate would perhaps be no better than average for the industry.

Sponsorship of employee mass meetings, addressed by a war hero, Maj. Albert Baumler, was undertaken by the War Production Drive Committee. This sponsorship was very effective in helping to make the most of an inspirational occasion.

A host of other matters, too numerous even to enumerate, have been dealt with by the committee and its subcommittees since its inception. Such matters as traffic and parking problems, rationing of gas and tires, facilities for employee accommodation and sanitation, purchase of hand tools by employees, and like situations bearing directly or indirectly on the efficiency of operations. No subject matter has been barred from discussion and recommendation, except as before noted, matters resting properly within the scope of collective bargaining relations.

Beechcraft's management has always strongly believed in the axiom "When men meet face to face, their differences vanish." It has been a consistent policy that executives are always willing to talk to any employee or group of employees about their problems. Organization of a Labor-Management War Production Drive Committee was, of course, a logical step in line with this policy. The results accomplished by a meeting of minds—those of employees and management—through this committee are the best proof of its merit and value.

W. H. McDaniel.

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Bemis Bro. Bag Co.,
St. Louis, Mo.

As you probably know, we have 23 plants located throughout the country of which at least 19 have Labor-Management Committees. The first of these committees was organized in June 1942, following the outline given in the Official Plan Book and suggestions offered by this department. Each plant was given a free hand in forming their committees in order that each would have a committee best suited for the particular plant. Some of the plants have, therefore, committees whose principal duty is to handle suggestions while others are more highly organized with active subcommittees to handle production, suggestions, absenteeism, safety, war bond sales, etc.

In general, we feel that the Labor-Management Committees are doing a good job. They aided in formulating a Suggestion System which was installed in January 1943, and it is expected that at least 800 minimum awards will be granted by them before the end of 1943. They have performed a real service to their fellow employees by arranging ride pools and helping them obtain supplementary gasoline. Where excessive absenteeism has existed, they have tackled the problem with some success. They have conducted campaigns to convince employees that we are an industry important to the war effort and that production must be kept at a maximum. They have sponsored through subcommittees good housekeeping programs, safety, war bond and stamp sales, and salvage. Many of the committees have held rallies, play appropriate recordings, and show inspirational films.

The posters and pamphlets received from the War Production Drive Headquarters to those plants having Labor-Management Committees are important factors in building morale. We also have artists in many of our plants who make posters pertaining to our particular industry. A company magazine "Bemistory," published monthly, carries articles covering labor-management activities.

M. A. Sayles.

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Black & Decker Co.,
Kent, Ohio.

Our committees are covering all subjects as outlined in your original manual and we feel they have been very beneficial during the past year in stimulating interest, and result in production.

A. D. Walter.

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Bridgeport Brass Co.,
Bridgeport, Conn.

"Good relations between labor and management are the essence of victory on the home front. The Labor-Management Committees at this company have improved mutual understanding and confidence between the workers and their supervisors. A keener appreciation of the problems of management and the suggestions of the employees have resulted in improvement of working conditions as well as in improvement of production.

The spirit of our people is a reflection of the spirit of over 300 members of our Labor-Management Committees. I firmly believe that as this spirit is increasing our contribution toward winning the war, this same spirit can also continue to help us in solving our problems after the war has been won.

Herman W. Steinkraus,
President.

BELLANCA AIRCRAFT CORPORATION,
NEW CASTLE, DEL.

Your letter of August 30, addressed to Mr. Joseph S. Wilson, has been directed to me for reply. Our Labor-Management Committee is composed of eight members. The committee was organized in April 1942 and has been functioning continuously since that time.

The Labor-Management Committee carries on an intensive suggestion program, with suggestion boxes in all of our plants. A subcommittee of the Labor-Management Committee reviews the suggestions and evaluates them. Every suggestion that is approved is awarded an engraved Certificate of Service. Suggestions with value are honored with war stamp awards, ranging from $5 to $50. Any suggestion awarded $10, or more, receives an additional award of a silver pin, designed for this purpose. The suggestion plan is open to everyone except executives. Suggestions received from foremen or supervisors are judged as to whether the idea is in line with their regular duties. In addition to the mentioned awards, the department contributing the highest percentage of approved suggestions, on a pro rata basis for each month, is presented with a plaque, which remains in that department for the following month.

Another activity of the Labor-Management Committee—one which I do not believe to be carried on in any other plant—is the selection of a "Model Employee of the Month." Department heads are requested to recommend one employee from their department each month. These entries are judged for their attendance personnel and production records, housekeeping, and general attitude toward their work. The winner is presented with a Certificate of Service and a silver pin. His or her picture is published in the house organ. This award encourages every worker to maintain good attendance and production records.

The Labor-Management Committee conducts picnics, dances, and other recreational activities in the interest of morale.

Conservation, salvage, and presenteeism is carried on by the company. In connection with presenteeism, a silver cup is being presented monthly to the department having the best attendance record, also, every employee maintaining a perfect record for 6 months will receive a $25 war bond.

IRVING H. BRINTON,
Personnel Manager.

BENDIX AVIATION CORPORATION,
SOUTH BEND, IND.

I have attempted to get the information you request from several of our various divisions and the general comments of these divisions are attached hereto.

M. A. HEIDT,
Director of Industrial Relations.

LABOR-MANAGEMENT COMMITTEES

BENDIX PRODUCTS DIVISION

SOUTH BEND, IND.

Suggestions: A "suggestion" system has been developed to a point where it is understandable and satisfactory to the workers and the management.

Absenteeism: Absenteeism is averaging below 3.5 percent, and committee hopes to further reduce absenteeism.

War bond drives, Red Cross drives, etc.: This committee has been very successful.

Conservation: Scrap reduced through a program of displaying such materials on advantageously located boards. There are other plans also for this.

Transportation Committee: A permanent committee is satisfactorily handling rationing and share-the-ride programs.

A successful Victory Garden campaign has just been concluded.

Production quotas are set up on display boards also, with actual production posted against quotas.

Morale and employee relations: Employer-management relations are improved and this committee is helpful in bringing conditions to the attention of the management and management at this division is interested in having this committee continue its activity.

A plant paper has also been developed which is contributing to morale.

BENDIX RADIO DIVISION

BALTIMORE, MD.

Suggestions: The committee has been very active and good results have been obtained.

Absenteeism: This division still has excessive absenteeism, but feels this committee's efforts have been helpful and committee is working on this problem in trying to secure a reduction.

Conservation: The committee functions only in a general way.

Salvage drives: Regular means for disposal has been set up, working in conjunction with the Purchasing Department.

Morale and employees relations: The committee members are closely allied with union and the committee has a good influence on employees' attitude toward management. Executives at this division use care to avoid any attitude of domination, which tends to encourage employees to express their views more freely.

SCINTILLA MAGNETO DIVISION

SIDNEY, N. Y.

Suggestions: Many worthwhile ideas have been developed through the committee's efforts.

War bond, and other drives (salvage, etc.): An active part has been taken, with good results.

Transportation: A gas station has been established in Sidney for the use of employees during critical shortages. Arrangements are also handled by the committee for transportation by private cars, buses, etc.

Absenteeism: The committee has played a decided part in reducing absenteeism at this division.

Morale and employee relations: Morale, maintenance, and employee-management relations are all improved. The division wishes to continue with this committee. A plant paper has also been developed at this plant which is contributing to morale of the employees.

ECLIPSE-PIONEER DIVISION

TETERSORO, N. J.

Suggestions: There has been an improvement in the quantity and quality of suggestions.

Absenteeism: This has been reduced by 4 percent.

War bond drives: Sales have increased from 7.3 to 9.2 percent; increased deductions amounting to approximately $600,000 annually.

Morale and employee relations: There is an improvement in this division which is shown in letters from employees reflecting their attitudes.

The division feels any curtailment of the activities of this committee would be detrimental.

A plant paper has been developed at this plant also.

BENDIX AVIATION, LTD.

NORTH HOLLYWOOD, CALIF.

Suggestions: The committee at this division does not has union members, with better results being obtained. There has been no other activity as yet. The union at this division is inactive at the present time. This division also has a plant paper.

BENDIX-WESTINGHOUSE
AUTOMOTIVE BRAKE CO.

ELYRIA, OHIO

Suggestions: Many good safety suggestions have been turned in, resulting in a very low severity rating.

Absenteeism: This has been reduced from over 5 to 3.8 percent at present.

War bond drives: The committee is very active and doing a splendid job.

Transportation: A fine job is being done in this connection. The committee has been helpful in organizing share-the-rides and in applying for supplemental gasoline for employees where needed.

Conservation: Breaking of tools has been reduced considerably.

Morale and employee relations: The use of posters and stickers is helpful. Employees' interest is held by changing often. A plant paper at this division also is instrumental in building morale.

ILLINOIS DIVISION

CHICAGO, ILL.

A committee was organized a month ago and is known as "War Production Drive Committee."

As yet, the only activity has been in connection with the war bond drive; the following subjects having been discussed: Safety, absenteeism, share-the-rides, salvage, and general employee-management relations. The division believes that some worthwhile results will be accomplished.

A plant paper has been developed at this division which is contributing considerably to morale.

ZENITH CARBURETOR DIVISION

DETROIT, MICH.

The committee at this division has been in existence for over a year, however, the general manager does not feel that the committee has been of any real assistance even though enough effort has been put forth. The man in charge of this committee has resigned because the committee took too much time from his regular duties.

The general manager feels that members are dissatisfied; not as much money, evidently, is spent by management as labor members

want to develop their plans, etc. A full-time member of management and one for labor has been suggested. The general manager does not approve, as he feels this will not accomplish much.

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BANKS MANUFACTURING CO.,
CHICAGO, ILL.

Labor-Management Committee has been working out very well and seems to have developed an atmosphere of good for all concerned, including the company's interest.

J. F. ROCHE,
President.

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THE J. G. BRILL CO.,
PHILADELPHIA, PA.

Our Labor-Management Committee held its first meeting April 6, 1942, and normally consists of four representatives of labor and four of management. Our committee has discused and delved into the various problems which have to do with production, safety, absenteeism, and employees' suggestions. The committee has made many helpful suggestions having to do with better material control, planning, and inspection problems in the shop.

This committee has also been responsible for the installation and functioning of the Employees' Suggestion System. It also follows all war bond and charity drives in the plant.

The committee has been of very material help in the stepping up of war production in our plant.

R. H. SJOBERG,
Assistant to President.

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BUFFALO ARMS CORPORATION,
BUFFALO, N. Y.

This corporation has had excellent results with its Labor-Management Committee and Mr. Todd with the War Production Board, is informed almost daily by members of that committee, of the progress they are making.

This plant is currently running about two-thirds of the absentee rate of the district, is building an excellent product with a very low scrap, and we believe with a low cost as compared with other facilities, and has recently shown a step-up in production of 25 percent over what was already a good record.

We credit excellent employee-employer relationship as the most important factor in obtaining these satisfactory results, and certainly the Labor-Management Committee and its very active chairman deserve a very real portion of the credit.

The local manager of the War Production Board has been most helpful on a number of occasions and his many visits to this facility justify my opinion that he too can answer any questions you may have about the excellent results being obtained.

RALPH F. PEO,
Vice President and General Manager.

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BUSCH-SULZER BROS.—DIESEL ENGINE CO.,
ST. LOUIS, MO.

In response to your letter of August 19, I am pleased to submit statement concerning our experience with the Labor-Management Committee plan.

Because launching of the Labor-Management Committee plan by the War Production Board was unfortunately shortly preceded by labor demands to participate with management in attaining maximum war production, my first reaction was fear of this handicap. I use the word handicap because such a partnership would, at the start at least, be disorganizing with labor attempting a job for which it had not been trained; while industrial history establishes that an exceedingly small percentage of individuals have the qualities of successful top executives.

However, in a good soldier spirit of cooperation which we are determined to give to Government directors of the war effort, we promptly accepted the invitation to be one of the first 25 "guinea pigs" to try the plan out.

The labor representative who announced the plan to our shop stewards made it plain that the Labor-Management Committee to be formed did not represent any union, would have nothing to do with collective bargaining and would not participate in any management functions whatsoever. Management representatives were selected of sufficient executive caliber to see to it that all activities of the committee were kept within these wise War Production Board limitations and limited to the single objective of increased war production.

The committee was organized on March 13, 1942, with 14 members, 7 representing labor and 7 representing management. The first meeting was held on March 17, subcommittees selected and arrangements made for a Busch-Sulzer production newspaper, the first issue of which appeared on March 23. To show how well the committee's initial activities were received by the employees, with over 2,000 copies of the paper currently being delivered to employees, it is a matter of record that not a single copy has ever been found around the plant. They are taken home and the inspiration of production news carried direct to the family.

The Transportation Committee has proved of inestimable benefit in assisting employees to get to work by the share-rides plan, and helping in obtaining tires and gas.

A committee formed to assist in procurement of workmen's hand tools rendered important service to the men at a time when it was extremely difficult for workmen to obtain tools without assistance of priorities. This committee inaugurated a movement for machinists entering the Army to arrange for the use of their hand tools by others for the duration, the responsibility for the safe-keeping resting with the company.

Contacts with former employees in the Army and Navy were immediately inaugurated and hundreds of letters from such men in the service, published in the Production News, have proved beneficial in maintaining morale.

A subcommittee was formed to contact subcontractors to overcome bottlenecks in delivery schedules; and such contacts have proved more effective than purchasing agent demands.

Special committees for war bond drives have removed from the management the necessity for urging the purchase of war bonds and placed this appeal where it belongs, in the hands of the employees themselves. Such a committee handled alone the second war bond drive and were allowed 10 minutes on each shift to address the workers, with outstanding results of purchases and pledges totaling $366,475, averaging nearly $150 per employee.

Some of the subcommittees which have done outstanding work more effectively than could have been done by the management alone embrace the Workmen's Absence Committee to inquire into the causes of absence and provide the remedy, Breakage and Spoiled Work Committee and a Suggestion Committee.

In all of the activities of our Labor-Management Committee the men seem to feel that they are taking in hand things that are properly theirs to handle and a notable improvement in the spirit of cooperation has been built up. There has been no single instance of friction developing due to activities of the committee; in fact, the contrary is the case.

I sincerely believe that the formation of this Labor-Management Committee with its appeal to the employees through the Busch-Sulzer production newspaper was an important contributing factor to our winning the award of the Navy "E" and subsequently two stars.

We shall continue our Labor-Management Committee after the war and without any qualifications I unhesitatingly recommend the formation of Labor-Management Committees by companies who have not already adopted this effective plan to increase production.

EDWARD B. POLLISTER,
President.

CALIFORNIA COTTON MILLS CO.,
OAKLAND, CALIF.

It is very difficult to point to any specific accomplishment traceable to this

activity. We believe that the principal development has been along the line of improved morale and cooperation between the workers' union and the operating management.

The committee has operated along the routine as suggested by the Washington headquarters, through the media of bond drives, suggestion box awards, etc., but in a stabilized industry such as ours, where all the short cuts have been pretty thoroughly explored throughout the years, it is not easy for the worker to suggest or advance ideas that would result in improvements in operations or labor controls.

We enclose a circular illustrating a plan that is now being instituted which it is hoped will reduce absenteeism. We have had very complete and hearty cooperation from the union business agent and the members of the union in these efforts.

B. A. OLSEN
President.

CAMPBELL SOUP CO.,
CAMDEN, N. J.

We welcome an opportunity to give you information regarding the activities of our Labor-Management Committee which from its inception has been composed of 14 members equally divided between labor and management. The committee is now operating under a co-chairmanship arrangement with a co-chairman elected from each group. The two chairmen alternate in presiding at the weekly meetings.

Practically all of the members of the committee serve upon subcommittees in accordance with the suggested plan for labor-management organization. These subcommittees are equally divided between members from labor and management and in their sphere of work they embrace bond selling, suggestions from workers, labor recruiting, employee relations, safety measures, and a substantial number of lesser activities which we have found can best be handled by the joint cooperation of management and labor.

The committee, too, has stepped in when certain emergencies have developed and has cooperated in the handling of them. For example, during the tomato season now closing the committee conducted a campaign to have workers bring in their friends and neighbors to work in our kitchens on a part-time basis during the period of the heaviest tomato receipts.

One labor-management subcommittee has looked after the transportation problems of employees and has arranged for the more convenient scheduling of busses and trains, and also has assisted in the making of arrangements for the joint use of automobiles.

Our Suggestion System has been operating since the inauguration of the Labor-Management Committee's work, and at the present time we are receiving acceptable suggestions at the rate of one out of every five submitted which, we understand, is well above the average. In view of the nature of our business, these suggestions have not involved outstanding savings in man-hours, but they have resulted in improved efficiency in a number of ways.

Today 96 percent of all Campbell employees at this plant are purchasing war bonds on the pay-roll deduction plan and we fly the Minute Man Flag. The Labor-Management War Bond Committee has carried out this work and has made this result possible—right now this committee is engaged in an all-out effort to put the Third War Loan Drive over the top among our people.

ARTHUR C. DORRANCE,
President.

CARRIER CORPORATION,
SYRACUSE, N. Y.

It is my best judgment that our Labor-Management Committee has made a decidedly worthwhile contribution to our part in the war effort. Incidentally, our committee is called the "War Production Board of Carrier Corporation."

Among the good things for which our War Production Board may claim at least partial credit are the following:

1. We have revitalized our "Suggestion System" through issuance of explanatory material, publicity, improved handling methods, and other means. The result has been a startling increase in both quality and quantity of suggestions.

2. We have consistently held our absentee record between 4 and 5 percent. In accomplishing this we used questionnaires, posters, contests, and personal discussions.

This program was initiated, coordinated, and backed by our War Production Board.

3. Our record of 60 percent more production in 1942 compared to a corresponding period of 1942 with only a 13 percent increase in personnel, is in substantial measures creditable to the efforts of our committee.

4. The improved relations between labor and management in our plant are directly attributable in many ways to the efforts, ideas, and programs initiated at the meetings of our own War Production Board. In this connection we are starting a course of instruction for employees, which we believe, is a major step toward improvement of employee morale and understanding. If it serves its purpose, our production costs should also benefit.

A complete outlining of this course, "The Carrier Institute of Business," is attached. I believe you will find it of interest. The program is under the overall direction of our committee.

5. Our committee has performed services in our conservation and salvage programs which have been helpful to those parts of our organization which are regularly charged with these responsibilities.

In closing, let me reiterate my sincere belief that our Labor-Management Committee has contributed substantially to improving the operations of Carrier Corporation. And it is my desire to expand its activities and further its aims within the limits that are dictated by good general management principles.

CLOUD WAMPLER,
President.

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CATERPILLAR TRACTOR CO.,
PEORIA, ILL.

Although we are unable to notice any over-all improvement in production resulting from the operation of our Labor-Management Committee we do feel that the work of the committee has been helpful in reducing tool breakage, scrap, and absenteeism. We have also received many worthwhile suggestions from employees as a result of the Suggestion Plan which is a part of the committee program.

L. B. NEUMILLER,
President.

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CHAMPION LAMP WORKS,
LYNN, MASS.

In general we feel that some progress has been made in getting closer cooperation through employees and management in solving mutual problems. The demands of production and the shortage of manpower have made it exceedingly difficult for some of the committee members to do justice to their job on the production line and at the same time carry on their work as members of the various subcommittees. However, in every case the original committee members have expressed a desire to remain and assist as much as possible in the work of the committees.

C. H. CREEDEN, *Cochairman,*
Labor-Management Committee.

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THE CLEVELAND PNEUMATIC TOOL CO.,
CLEVELAND, OHIO.

The Labor-Management Committee of the Cleveland Pneumatic Tool Co. report the activities and accomplishments for the past month.

We have at this time a system, namely, "Ideas for Victory" for development and improvement of production in full operation as mentioned in our letter of July 30, 1943, to Mr. W. Ellison Chalmers, Acting Chief of Staff. All of the ideas and suggestions submitted are thoroughly discussed at our weekly meetings and are approved or rejected by the com-

mittee at that time. The employees submitting the ideas are then advised as to the disposition of his or her idea. A complete copy of the "Ideas for Victory" and its operation were forwarded to the War Production Drive Headquarters on July 30, 1943.

The response created by the "Ideas for Victory," production is definitely of great material value to the War Production Drive, and the approved ideas are immediately put into operation as soon thereafter as possible.

A few of the approved ideas are herewith submitted:

(1) Standardizing set-up and operations for each particular job.

(2) Moving a lengthy machine operation from one department to another where the machining time is greatly reduced.

(3) Installation of Towmotor signs as a safety precaution.

(4) Rough and finish grinding wheels to be kept in proper condition and used according to type of tools that are to be ground.

(5) Installation of lights on crane rails to line up jigs in "dead center."

(6) To create a display of broken tools and their value, thereby showing or creating an interest in the proper use of tools.

We feel sure the time and effort spent in putting these new ideas into effect has and will continue to increase production.

We have a plan in effect to publicize such events as production drives, bond drives, absentee drives, etc., that are held as a weekly drive. These various drives create considerable interest between labor and management. They definitely have their place in war production and the results are very gratifying.

We had the pleasure of having Mr. B. Ben Rochlus, Director of the Labor-Management Committee in this district for the War Production Board, at our weekly meeting of September 7, 1943. Mr. Rochlus offered a few suggestions relative to our program and they are now being incorporated.

We have been receiving the Labor-Management News and are very much interested in the operations of other plants.

M. O. HALLIWILL, *Chairman*,
Cleco Victory Board.

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THE CLEVELAND WELDING CO.,
CLEVELAND, OHIO

We enjoy the splendid labor relations. Labor-Management Committees are nothing new to us. We have been practicing this for the past 5 years. We have not however gone in for publicity.

Meetings are held with the Executive Shop Committee at least once a week and sometimes as often as three and four times a week, where every phase of our business is discussed. As a result, labor-turnover and absenteeism is held at a minimum. Our employees' earnings rate with the highest in the community and production is maintained at an efficient maximum basis.

A. F. MELLMAN,
Secretary and Treasurer.

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THE COLEMAN LAMP & STOVE CO.,
WICHITA, KANS.

For the past 20 months we have had an active Labor-Management Committee in this plant and its activities have been of real assistance in furthering all phases of the war program.

The committee is composed of 15 labor members and 5 management members. The labor members were selected at large by the entire employee group. When these labor representatives were selected, there was a clear understanding on the part of all employees that the Labor-Management Committee would not handle any matters pertaining to grievances, wages, or working conditions that normally would come under the jurisdiction of the representatives of the union in this plant.

In other words, we feel it is extremely important that there be no conflict between the functions of the union members and the functions of the labor representatives on the Labor-Management Committee. With this clear understanding, we have had no difficulty and there has been no conflict of any type. In talking with other managements, I find that often the failure of a Labor-Management Committee was the result of such a committee trying to handle grievances, wages, and working conditions over which they should have no jurisdiction.

After forming the general Labor-Management Committee, the group was segregated into several subcommittees involving an executive committee of five members—three labor and two management. A few of the other subcommittees were, Suggestion Committee, War Bond Committee, Salvage Committee, Absentee Committee, and Safety Committee. The chairman of each of these committees is a labor member. In addition, each committee had more labor members than management representatives.

Each subcommittee functioned individually and usually had meetings at least twice a month and some times once a week. Once each month a meeting of the entire Labor-Management group including all subcommittees was held. Every subcommittee made a detailed report of its activities and accomplishments. In addition, each subcommittee submitted in writing its recommendations for further activities. These recommendations would be considered and approved or rejected by the Executive Committee.

Another feature which we felt it necessary to add was a full-time secretary. A capable man was selected for this job and was made an ex-officio member of all subcommittees and was charged with the responsibility of seeing that each subcommittee functioned effectively. The entire Labor-Management Committee agreed upon the selection of this individual and as a result both labor members and management members actively support his work.

In practically each meeting of the general group, management would submit a problem with which they were faced. This problem would be thoroughly discussed at the meeting and if no answer was found, all the members of the Labor-Management Committee were asked to give the matter thought and discuss it with fellow employees in the hope of finding a satisfactory answer. The solution to many tough and difficult problems was found through this process.

From the standpoint of accomplishment, I can frankly say that we have been most pleased. Here are a few of the distinctive results:

(1) Reduction in absenteeism from an average of 7 percent to an average of 3 percent.

(2) An increase in bond purchases through the pay-roll deduction program from 47 to 96 percent of the employees.

(3) A 40 percent increase in the number of suggestions submitted. Many of these suggestions included savings in material and a substantial saving of man-hours.

(4) A 50 percent reduction in spoilage.

(5) An increase in production since the formulation of the Labor-Management Committee of 125 percent. All of this increase cannot be attributed to this committee but undoubtedly they had considerable effect in making the increase possible.

(6) The creation of "safety consciousness" on the part of all employees.

CLARENCE COLEMAN,
President.

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THE CUSHMAN CHUCK CO.,
HARTFORD, CONN.

Our bottlenecks are being broken. In our Assembly Department, a vast improvement has taken place. We must have selective assembling as each piece is fitted and we're trying to hold to mass production as much as possible; this has caused considerable difficulty. Now we have overcome the situation greatly by having appointed a capable head of the entire department in the person of Mr. Albert C. Hebb. Things are looking much better as he has streamlined our system of assembling. We have discon-

tinued individual assembling and have installed a line system.

Absenteeism is being coped with successfully. I believe an honor system works satisfactorily. When workers realize that confidence has been placed in them, very seldom will they betray that trust.

Car pooling is being carried out successfully. The head of our personnel department is in charge. This department also sees to gas, shoes, and bus service.

The Safety Committee is very active with monthly meetings. Each member wears a safety badge so he can be approached by recognition. The head of this committee, Mr. George D. Clee, attends safety school every Friday evening. This school is sponsored by the Travelers Insurance Co. Their purpose is to develop safety engineers. We have installed a system to determine the cause so as to prevent a future accident. Each foreman must now fill out a form to acquaint the Safety Committee of the nature and cause of the accident.

Machines are being kept in repair. When a machine breaks down, a large red and white sign is placed on that machine, reading "Broke Down." Then those in charge can see it. It is also a black eye to them until it is repaired. It is surprising how quickly they want those signs taken down.

Information, slogan stickers, and taking care of tools are working well. We have procured placards on "The Care of Tools," Drill, Firthite Tip, Compressed Air, and Welding. These have been placed on boards and displayed in favorable places.

GEORGE R. LAFLASH, *Chairman,*
War Production Drive Committee.

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COLUMBIA STEEL CO.,
SAN FRANCISCO, CALIF.

It is our feeling that a real value can be derived from the Labor-Management Committee plan. We have committees in each of our works, and the results have helped in meeting our production goals largely because of their psychological effect. The most successful portion of the plan has been the Suggestion System with 25 to 50 percent of the submitted suggestions being accepted and applied. Our activities in absentee reduction have embodied "share-the-ride" plans and similar approaches to the difficult problem of transporation today.

The most outstanding results in combatting absenteeism have been due to the cooperative effort of labor and management in stressing the need for holding absenteeism to a minimum, both by contact with the absentees and by appeals, both direct and indirect, to all employees. There has been a continued interest in the problem, and our absenteeism closely approaches normal despite the longer workweek and higher earnings.

With regard to the effect of the plan on increasing production, it is difficult, if not impossible, to isolate the causes of production increase and measure them. The Suggestion Systems have been the greatest single source of increased production attributable to the plan.

While the plan has undoubtedly helped to further a cooperative understanding between labor and management, we have found it necessary to delineate the scope of the committee action in several instances. This has been caused by a tendency, especially at the inception of the committees, to circumvent the normal grievance procedure by bringing up such matters in committee meetings. The tendency has been reduced until it is not now a particular problem.

We are quite satisfied with the working of the plan.

W. A. ROSS,
President.

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COLUMBIA STEEL & SHAFTING CO.,
PITTSBURGH, PA.

Our companies were among the first to organize Labor-Management Committees for the purpose of furthering war production. These committees have made, and are continuing to make, many valuable suggestions which our managements have utilized. In addition to assistance in production problems, our joint committees have rendered valuable assistance in matters pertaining to safety, health, transportation, salvage, and waste.

Labor-Management Committees have served as a meeting ground where many questions have been put through the wringer of friendly but sincere debate. The result is better understanding all around. Therefore, it is our belief that Labor-Management Committees, when sincerely accepted, can become a valuable medium for increasing production and improving employee-employer relations.

E. L. PARKER,
President.

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THE COOPER-BESSEMER CORPORATION,
GROVE CITY, PA.

During the past year it has been the writer's responsibility to talk with other organizations who were getting started or reorganizing their Labor-Management War Production Drive Committees. In fact, we probably were among the first industries who immediately after Donald Nelson's announcement of the plan, organized the labor-management groups and have aggressively followed their functions and improved upon their effectiveness.

Perhaps the first question asked by management and labor groups who have come to us for help is, "How do you make it work?" The answer is very simple, "Because both management and labor groups in our plants want it to work." Frankly, unless there is a strong desire on the part of both groups to incorporate the spirit of teamwork, and solve production problems through cooperative methods, no labor-management organization can succeed or function. Also those committees that failed to abide by the purpose and intent of the Labor-Management Committee; namely, to increase production, and who used the General Committee meetings as the time and place to discuss and argue grievances, all have and vill continue to fail and fail miserably.

Our committees are organized along the lines set up by the original lines set up by the original program and consist of the following:

1. *General Committee.*—Consists of six members; three from management, three from labor. The General Committee meets every two weeks and receives and reviews reports from the chairman of each subcommittee. Matters requiring definite decisions are discussed, decided, or held over for further investigation. New programs, or work assignments are allocated to the various committees via the various committee chairman. At no time does the General Committee meet with subcommittees.

2. *Suggestion Committee.*—Consists of five members from management and five from labor. Each member representing their respective groups serves for 5 months. Each month the respective members having served the 5-month period is replaced by a new member, always appointed by management and labor serving on the General Committe. The committee members select their own chairman who reports to the General Committee. Suggestions are received on forms provided at suggestion boxes located in every department. Suggestions are rewarded as follows each month:

First prize—$25 war bond.
Second prize—$10 savings stamps.
Third prize—$5 savings stamps.
All accepted and used—$2.50 savings stamps.

3. *Slogan Committee.*—Consists of two members appointed by management and two members appointed by labor. Slogan boxes are located in every department. A slogan winner is selected every month with a $25 war bond as award. Slogans are posted throughout the plant, and each prize slogan is worked into an appropriate poster picturizing the slogan. We also use slogans throughout our Copper-Bessemer News which will be covered in another paragraph.

4. *Transportation Committee.*—Consists of the chairman, who for obvious reasons happens to be our employment manager. Functioning on the committee are six members; three from management and three from labor. This com-

mittee handles all matters pertaining to transportation; namely—

(*a*) Bus service facilities and schedules.

(*b*) Share-the-ride arrangements.

(*c*) Gasoline, new cars, and tire rationing; including approval and recommendations to the rationing boards and special assistance required by employees.

5. *Scoreboards and Bulletin Boards Committee.*—Consists of chairman and four members; two selected by management and two selected by labor. Scoreboards are kept up to date showing production schedule and performance in horsepower and casting tonnage. As comparison, we show the past month and the present month. All notices which deal with the functions of the various committees are posted by this committee and are kept up to date at all times.

6. *Poster Committee.*—Consists of four members; two selected by management and two selected by labor. This committee looks after the placement of flags, posters, streamers, etc., received from War Production Board and other services.

7. *News distribution.*—Consists of the editor of the Cooper-Bessemer News and two members of labor. We are pleased to enclose several copies of our Cooper-Bessemer News which is issued each month to employees. This news service covers all functions of the various committees within the two plants and has been an excellent method of keeping employees informed and establishing closer working relations between the two plants.

General comments.—For military reasons we are not permitted to reveal information as to units of engine production. Due to expansion of plants, tools, and employment our production during 1943 will in all probability advance to 300 percent above the 1941 dollar volume. It is difficult to estimate what improvement in production can be attributed to the Labor-Management Committee set-up. We enjoy excellent and cooperative spirit between management and labor, and this also can be attributed to reasons other than merely the existence of Labor-Management Committees.

CARL H. VAUPEL,
Assistant General Manager.

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CURTISS-WRIGHT CORPORATION.

Your letter of August 30 addressed to Mr. Vaughan about Labor-Management Committees have been referred to this department for reply.

I am enclosing copies of memoranda on the subject from the airplane division and the propeller division of Curtiss-Wright, and hope that these will give you the information you desire.

W. V. C. AUSER,
Personnel Director.

CURTISS-WRIGHT CORPORATION,
BUFFALO, N. Y.

We are operating Suggestion Systems under the Labor-Management Committee at Buffalo, Columbus, and St. Louis. St. Louis, having been in operation the longest period of time, has obtained the outstanding results. Many valuable suggestions for increasing production and for improvement of tools, etc., have been received. In general all three Suggestion Systems can be regarded as valuable and successful.

Through the medium of "Back Up Our Battleskies" campaign, which is sponsored and promoted by all the Labor-Management Committees, constant drive on absenteeism is applied. We had one specific campaign which produced approximately 30 percent reduction throughout the division in absenteeism. All committees are cooperating and acting as strongly as possible to further reduction in absenteeism.

Through the same medium of the "Back Up Our Battleskies" campaign, we have conservation, salvage, and increased production drives. The net results obtained are very hard to measure in all cases. Columbus is the only plant to date which has actually instituted a production drive, and it is felt that definitely good results were obtained from this, and of course there is an indirect benefit to production from all of these drives.

To again give specific and factual answers to the last sentence in this same paragraph (NOTE.—Par. 3 of your August 30 letter to Mr. Vaughan) is somewhat difficult. We feel, however, that in the St. Louis plant, the Labor-Management Committee has been very instrumental in improving morale, employee relationships, and cooperative understanding. The Columbus Committee had some difficulties in the beginning, largely due to the constant changes being made in management and the resultant lack of interest on the part of management members. This condition, however, has been stabilized and it is felt that the Columbus Committee is definitely now being helpful along the lines mentioned. The Buffalo Committee is also definitely helpful but is still relatively new and direct results are hard to measure. In all cases the committees are active and very helpful in such problems as "Share-the-Ride," sale of war bonds, Red Cross and Community Chest Drives, and similar matters.

In order that Mr. Quinn may understand the effort that has been put behind the Labor-Management Committees by management, I have asked the Public Relations Department to mail him one copy of the "Back Up Our Battleskies" manual. I believe you know that this whole campaign, while more or less planned by management, was taken up with each Labor-Management Committee and their approval obtained, their suggestions incorporated in this series of campaigns, before its adoption.

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CURTISS-WRIGHT CORPORATION,
CALDWELL, N. J.

Suggestions.—Considerable immeasurable value has been realized through suggestions received from employees through the suggestion contests. I say "immeasurable" because practically all suggestions received are of a nature that although some gains in use of utilities and handling facilities, etc., are arrived at, it is very seldom that a suggestion which reduces the time of an operation is received because of criticism by other employees, mainly because of new improved time standards which would, if received in quantity, reduce personnel requirements. Practically all improvements which result in improved operating time originate in the Production Engineering Departments. Suggestion boxes had been used in our plants prior to the advent of the Labor-Management Committee's inception.

Absentee reduction.—Some little assistance has been experienced from this subcommittee although the main gains have been a result of our penalty system for unreported absentees and the procedure for checking and interviewing to learn reasons and cures for same.

Conservation—Salvage.—The committees working on these items have periodically shown some good results and have accelerated to a certain extent the conservation and salvage of some of the indirect materials. We have a fairly efficient Scrap and Salvage Department which operates continually for the rapid handling of this material.

Increased production.—Some little improvement in production might be attributed to the drive on this subject but only through working on the morale. I would say that practically all of the improvements in production are through improved methods, superior equipment, and the additional earnings made possible through our bonus system. An incentive plan, where increased earnings are possible, still appears to be one of the best spurs to additional effort.

Morale—Employee relations.—It is the general opinion that some improvement in morale has been gained by keeping before the employees their responsibility in the war effort through personal contacts, rallies, and the distribution of literature on the various subjects which are part of the committees' functions.

In summarizing, some benefits have been experienced through the functioning of the Labor-Management Committees, which, in some cases, has taken over functions which were a normal part of our operations. It is very essential that definite outlines as to specific items to be handled by the committee be set

up and adhered to because of the tendency to stray into phases of operations with which they are not acquainted, with resulting misunderstandings. It is my opinion that continuation of the program as now in effect can, to advantage, be continued to the conclusion of the present emergency.

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DAVEY COMPRESSOR CO.,
KENT, OHIO

Although the current pressure of our manufacturing operations does not give us all of the time we would like to take on the most effective job in our Labor-Management Committee groups, we are very enthusiastic about the results which we have secured and found an excellent spirit of cooperation to the interests of the war effort.

We find that the committee serves as an outlet for minor grievances that can be easily adjusted before they become of serious proportions, and we find that the individuals' work on the activity gives them a greater sense of feeling of responsibility in the over-all production effort and most important gives our best men a feeling of partnership in the winning of this war.

S. V. SAGINOR, *Chairman,*
Labor-Management Committee.

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DIAMOND T MOTOR CAR CO.,
CHICAGO, ILL.

The Labor-Management Committee plan has been working quite satisfactorily in our plant. It is of most help in bond drives, reduction of absenteeism, promotion of safety, and the building of morale.

We have not had as much success with the suggestion plan as yet.

We believe that the Labor-Management Committee plan is very much worth while and should be fostered.

C. A. PEIRCE, *Vice President,*
Engineering and Production.

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DODGE MANUFACTURING CORPORATION,
MISHAWAKA, IND.

Our Labor-Management War Production Drive Committee was organized on March 20, 1942, being, we understand, among the first in the country. At present, we have a General Committee and 7 subcommittees on employee training, nutrition and rationing, salvage and scrap, service men, slogans and publicity, suggestions, and tires and transportation. Sixty-eight different people, half appointed by the union (Local 1191, U. S. A.-C. I. O.) and half appointed by the management, serve on these committees and subcommittees. There are 12 on the main committee and 10 on each subcommittee. The main committee and subcommittees each have 2 cochairmen and a secretary.

All of these committees are definitely active. The bulk of the actual work is done by the subcommittees, which hold regular meetings. Minutes of their meetings are read and discussed at the semimonthly meetings of the general committee which acts as a coordinating agency.

The accomplishments of the individual committees may be summed up briefly as follows:

Employee training.—Conducted a series of 22 classes in precision inspection for 65 women employees, using both sound movies and direct instruction. Have exhibited sound films on machine operations at noon hour and before the evening shift for all who wish to attend. A library of shop-practice books has been made available to employees. A room is now being remodeled for a more suitable classroom for more extensive instruction this fall and winter, including measurements and inspection, blueprint reading and the operation of common machine shop equipment, using United States Office of Education sound films. The labor members of the committee have not, to date, acted as instructors, but have taken a full part in selecting the curricula.

Nutrition and rationing.—Has circulated some of the Westinghouse "Health for Victory" program literature. Has studied the problems of lunch wagon operators in our plant, investigated and adjusted complaints relative to the lunch wagon, helped proprietors to get more ration points, etc. Have helped, with our Plant Priorities Department, set up a program to assist employees in solving personal rationing problems with minimum time off from work.

Salvage and scrap.—This committee has come up with a number of good ideas for conserving materials, such as carefully unpacking wooden boxes and crates received by us for use in shipping out our products which are yielding substantial savings in money and in critical materials. It has also aided in clean-up campaign of old and obsolete stores and materials which has put about $30,000 of material of no value to us into the hands of those who could use it.

Service men.—This committee sends cigarettes and other remembrances to about 260 former Dodge employees in the armed services and also answers correspondence and edits a news sheet for them. Much of the financing of this activity has come from dances, a large home talent show in the High School Auditorium and similar means. Letters and postal cards from service men are posted on bulletin boards in the departments where the men formerly worked.

Slogans and publicity.—Publishes the "Dodge Victory Messenger," a four-page paper every 2 weeks. Have conducted two rallies for employees with speakers from the armed forces. Have conducted a slogan contest in which approximately 150 have been submitted and 22 have been accepted ($5 awarded for each one) and used on posters and in other ways around the plant.

Suggestions.—In the first full year of operation, ending April 1, 1943, there were 592 suggestions turned in of which 148 accepted and paid a total of $1,202 for an average of $8.12 each. The maximum single award to date was $113. We had about 1,400 employees on the average over this period. From what we can find out our experience has been about in line with other plants with established Suggestion Systems.

Tires and transportation.—Has acted as an agent of the local rationing board in issuing gasoline ration books and in preliminary examination of applications for tires and additional gasoline. Has made surveys of employee's riding problems and promoted share-the-ride clubs.

Absenteeism.—Has been discussed many times by the General Committee and much publicity concerning it has been put out by the Slogan and Publicity Subcommittee. The activities of the Nutrition and Rationing and the Tires and Transportation Subcommittees tend to eliminate causes for excusable absenteeism. However, no special subcommittee has been set up to cover this problem, as the committee feels that beyond general publicity the correction of unexcused absenteeism is a disciplinary problem to be followed up by the personnel department and the foremen.

As to *morale*, it is difficult to measure this or say what it might have been by now if we did not have those committees. But we do know that the 68 men on these committees comprise the bulk of our shop supervision and also many of the more capable and influential union members and these men do work together with entire harmony on these problems which are of mutual benefit to both sides.

There are certain questions, such as wage rates, where there are bound to be conflicts and differences of opinion between management and labor. The grievance, collective bargaining, and arbitration procedures are set up to handle these. But in a great many other fields the interests of labor and management are entirely alike. Through the Labor-Management War Productive Drive Committees, set up separately from the grievance or collective bargaining committees, labor and management appear to be able to work together harmoniously on problems of mutual interest.

J. E. OTIS, Jr.,
President.

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E. I. DUPONT DENEMOURS & CO.,
WILMINGTON, DEL.

In reply to your letter of August 30 we can say that our experience with Labor-

Management Committees has been uniformly satisfactory, though I do not know that we can cite any spectacular accomplishments such as you may have in mind.

Our experience was not particularly revolutionary from our previous practice. We have for a great many years worked quite closely with our operating forces, and have, for instance, had in effect such institutions as suggestion plans, salvage and reclamation work, checking of absenteeism, and elements of that sort. We have, in addition to that, had active employee committees to aid in connection with safety work, help with plant safety inspections and investigation of accidents. The success of this latter program reflects in the rather remarkable safety records which we have achieved over the course of years.

This background has enabled the management representatives on these committees and also the older employee representatives to grasp additional problems and to assist materially in the guiding of the committees along constructive lines.

W. S. CARPENTER,
President.

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THE EASTERN ROLLING MILL CO.,
BALTIMORE, MD.

We have installed in the plant a Morton Suggestion System and have received quite a number of suggestions from our employees, a number of which have been practical, put into effect and awards of war stamps and bonds made. The committee has jointly made various suggestions for the reduction of absenteeism, to some effect, and suggestions have also come out of our committee meetings which have helped to increase production. Also the various war bond drives have been handled through this committee, with very good results.

We feel that the benefits derived from these joint sessions of labor and management have been worth the time consumed both as to increased production and general employee relations.

M. J. SMITH,
Assistant Plant Superintendent.

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THOMAS A. EDISON INDUSTRIES,
WEST ORANGE, N. J.

Because our president, the honorable Charles Edison, must necessarily spend most of his time acting as Governor of New Jersey, we, in response to your day letter request, have prepared the attached outline which briefly covers the operation and accomplishment of our labor-management activities.

As one of the first companies to establish a joint labor-management program, we are eager to be of every possible assistance to you in your new drive to increase the number and effectiveness of Labor-Management Committees.

Mr. John Coakley of this company acts as advisor to our Central Joint Labor-Management Committee.

At the Thomas A. Edison, Inc., group of industries, War Production Board Joint Labor-Management Committees were established by direction of the Operating Committee of the company on March 24, 1942. These committees were instructed to perform under the purposes set forth by the War Production Board * * * "a joint effort on the part of Government, management, and labor to increase and accelerate the production of war material * * *."

We completed a study of the War Production Board Official Plan Book and determined the most feasible structure for the committee activity in our industries. It was decided to establish a central or governing committee. Heading this Central Joint Labor-Management Committee are a chairman (management) and a secretary (labor) chosen by management and labor respectively. An advisor (nonvoting) serves on such subjects as posters and other publicity. A representative (also nonvoting) sits with the committee to represent the personnel department. He acts in a liaison capacity between the personnel department and the Central Joint Labor-Management Committee.

In each division of this company and in the Edison-Splitdorf Corporation, divisional joint labor-management committees were established. These divisional committees send a labor and a management member to sit on the Central Joint Labor-Management Committee.

The central committee and the divisional committees have set up working subcommittees to study and improve plant efficiency; to conduct war bond, safety and health, salvage and conservation, employee morale and suggestion programs; to counteract absenteeism and to study and overcome worker's transportation problems.

The following will provide you with some detail on various drives and promotions conducted by these committees:

War production suggestions.—Program first launched in early April 1942, and clearly defined as a project conducted by the Joint Labor-Management Committees in order to distinguish this WPB suggestion plan from earlier plans sponsored by the company.

During 1942, 218 suggestions received recognition. The judging committees found 25.2 per cent of all the ideas submitted to be original and useful. Before the end of the year, more than 50 percent of these original and useful suggestions were actually put to use.

At six ceremonies successful suggestors were awarded emblems, medals, citations, and United States savings bonds by officers of the United States armed forces, returned war heroes (former employees) and distinguished visitors representing our Allies. Local dignitaries and plant officials were on hand to congratulate the workers who contributed their ideas to Uncle Sam's war production program. These ceremonies were widely reported in newspapers.

Suggestion boxes are attractive and conveniently placed to invite ideas. A new muilticolored poster message is displayed each week as a panel insert over these boxes.

Reward offers are substantial enough to be interesting but the primary appeal is patriotic. The joint Labor-Management Committee adviser is in constant touch with War Production Board Drive Headquarters for guidance in the operation of the WPB suggestion projects and he also consults other sources of guidance data such as the Labor Production Division of the War Production Board and the War Activities Committee of the Industrial Marketers of New Jersey.

Frequent bulletins are issued to stimulate the participation of workers in the suggestion contest.

Production rallies.—A number of these rallies have been conducted in all the divisions to continuously stimulate the workers to keep punching hard toward the ultimate goal of victory.

Incentive posters.—Those provided by the War Production Drive Headquarters and by commercial services as well as posters that are produced for our own special purposes are regularly placed on war production bulletin boards and other locations throughout the Edison plant to remind workers of the seriousness of the war and to emphasize their responsibility.

Government films.—We bring the war right into the plant through the use of the official war films and incentive films. Showings are made at convenient times to relatively small audiences. Sixteen millimeter sound-on-film equipment is employed.

Physical displays.—To show workers why their jobs are important, we picture the relation of our products to the need of various war services. In the case of one regularly manufactured product made by a division employing nearly a thousand workers, we explain by exhibits the new war applications and the wartime necessity of that product during peacetime.

By the physical display of instruments that had already seen war service and that had been returned for check-up and reconditioning, we showed the workers in another division how they were actually producing war "heroes" with their own hands.

Edison Men at War.—A magazine bearing this name is regularly published for employees and former employees who

are now in the services to remind the workers that their own friends and former buddies are on the fighting front. They are urged to consider themselves production aide-de-camp to these fighting men.

Honor roll and letters for service men—the editor of Edison Men at War organizes letter writing to men at the front and he maintains the listing of the names of employees in service on a large outdoor honor roll prominently displayed on an appropriately landscaped plant lawn.

Giant letters and telegrams.—Messages that we receive from Government officials that praise the company for its output or asks for an increase in production are blown up to giant size and dramatically placed throughout the plant.

Time-clock messages.—To constantly remind workers of the seriousness of the war, to urge their cooperation in production, to invite their suggestions for the WPB suggestions contest and to sell bonds.

Bond sales.—A program of direct appeals, meetings and weekly posters produced our goal of 100 percent bond ownership 2 weeks ahead of schedule. Every division subscribed 100 percent and the employees proudly displayed their minute-man flags.

Army-Navy "F" demonstration.—Suitable ceremonies arranged for the occasion when the Edison-Splitdorf Corporation employees were awarded their "E" burgee and pins.

Salvage and conservation.—An aggressive salvage and conservation drive committee cleaned up the scrap and carries on its program to minimize waste and loss of critical material.

Car "Pooling" and other transportation problems are dealt with in interviews and through bulletins and posters.

War Production Drive Headquarters has been furnished with copies of the minutes that indicate in detail how problems of the establishment of the plant cafeterias, courses in methods engineering and other subjects have been dealt with by the Central Joint Labor-Management Committee.

ARTHUR WALSH.

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ELECTRIC BOAT COMPANY,
GROTON, CONN.

The organization consists of a general committee, which is subdivided into steering committees, one for each shift. A full time secretary has been appointed with clerical assistance so that the handling of correspondence and communications in connection with suggestions may be expedited.

All suggestions are acknowledged by the secretary as soon as they are received, and a report back is made to the originator as soon as information is obtained concerning the action taken. If the committee believes the suggestion to have sufficient merit, a recommendation is made for a war-bond award.

The following suggestions are a few of those which have been put into practice, and for which bond awards have been made:

(1) The use of a jig in the installation of the main engine exhaust stop valve operating gear, by means of which this job may be completed with a considerable saving of man-hours.

(2) The use of an air-operated bolt machine in setting flat-head screws, which saves considerable time and effort.

(3) A procedure for completing torpedo tubes a section at a time, with the resultant saving in the total time of construction for the completed tube.

(4) An alteration, which permits a safer and easier method of installing the anchor windlass and capstain.

(5) A procedure in completing the installation of torpedo tube drains, with a resultant saving in man-hours.

(6) Improvement of the lighting system in one of the shops with increased efficiency in production.

In addition to handling suggestions, the Labor-Management Committee is in charge of the display of production posters. It is also active in the drive to cut absenteeism and sponsors a monthly contest in this field. War bonds are awarded in departments making the best percentage reduction in lost time. The standing of the departments is indicated on large ladders, which are displayed in the three yards of this plant.

The Labor Management Commitee has been only partially effective, and it is believed that there is much more it can do. Mr. Myron H. Clark, management consultant, War Production Board, met separately with the committee and management on July 29 for the purpose of making helpful suggestions which might increase the efficiency of this group. A Labor Management Committee can be of real assistance in our efforts to step up production, and we intend to continue to support such activity in any way possible.

O. P. ROBINSON,
Vice President and General Manager.

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ELECTRIC MACHINERY MFG. CO.,
MINNEAPOLIS, MINN.

It may interest you to know, that partly as a result of the "attendance record" drive, discussed in the August issue of "The E-M Diamond" enclosed, absenteeism was substantially reduced, as follows:

	Excusable absenteeism	Non-excusable absenteeism	Total absenteeism
	Percent	*Percent*	*Percent*
July	2.5	3.1	5.6
August	2.0	1.6	3.6

Reduction of unnecessary absenteeism, that is maintenance of as high as possible attendance at work, has been one of the more important items in front of our Labor-Management Committee in the last few months.

If you would like more specific information on any particular phase of our activities, we will try to give it to you.

S. P. BORDEAU.

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ELGIN NATIONAL WATCH CO.,
ELGIN, ILL.

All three of our plants were among the first to form Labor-Management Committees. Within a matter of days after Mr. Donald Nelson proposed the plan in March 1942, our representatives of management and labor got together for the purpose of accelerating deliveries of vital equipment which we are manufacturing for our fighting men.

Elgin's employee-management sponscored production drive was officially launched April 1, 1942. Employees were kept constantly posted on their contribution toward winning the war. Large production charts were placed in assembly halls of Elgin's plants as a day-by-day reminder of how capably schedules were being maintained.

In addition, department "War Production" bulletin boards kept workers informed as to the latest news of the drive. Labor-Management Committees in all three plants sponsored rallies at which representatives of the armed forces from combat areas made strong appeals for greater production.

Naturally, it is difficult to appraise the exact benefits from all of this activity. However, much credit is due these committees for their fine work during the critical period when supplies were so urgently needed by our men. Within a few months after the committees were formed, Elgin production had risen to 42 percent over the quotas which had been set for our various plants.

These committees continue to function on such problems as employee transportation, absenteeism, employee morale, etc.

You might wish to look through the scrapbook that we have covering the activities which have been sponsored by our Labor-Management Committees. I would be glad to send it to you.

T. A. POTTER,
President.

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EMERSON ELECTRIC MANUFACTURING CO.,
ST. LOUIS, MO.

From top to bottom, the labor-management idea has taken hold. Viewed in the light of our first year at this particular endeavor, both the Emerson management and representatives of Local 1102 feel justified in stating that we have

made great progress as a labor-management entity. We are confident that our first year of experience and experiment will bid well for even greater accomplishments in the future. But we are not satisfied. Satisfaction will come only when we have expended our full efforts to attain that one goal—victory and peace.

JOHN A. DRIY,
Chairman, War Production Drive Committee.

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ERIE REGISTER CORPORATION,
ERIE, PA.

We wish to submit the following report of the results of the activities of our Labor-Management Committee.

In 1942 we doubled our 1941 production, and in 1943 we quadrupled our 1941 production.

This committee instigated a drive to eliminate absenteeism, and it's gratifying to note that our absenteeism has been decreased to 1.15 percent, in spite of the fact that our plant employs approximately 80 percent female labor.

A very active Transportation Committee was formed, and we are proud to say that we have established a record of 3.7 riders per car.

The Suggestions Committee, formed for the consideration of suggestions submitted for increased production, did not begin to function until September of 1942. As a result, we have had 19 suggestions adopted during 1943, as against none in 1942.

Our total pay-roll deductions for war bonds amount to 7.5 percent with 98.5 percent participation. We believe this to be an enviable record, and again point out that over 80 percent of our personnel consists of females, the majority of whom have husbands, sons, or other male relatives upon whom they formerly depended for support, in the armed services.

Our Slogan Committee has functioned on the basis of obtaining one winning slogan per month, each month set aside for attracting particular attention to a special item, such as tool conservation, absenteeism, good health, car pooling, cleanliness, etc. An interesting sidelight on the manner in which we have conducted these slogan contests has been the fact that we have asked prominent members from the organizations of our various customers, and from prominent Army personnel, to act as judge of the contest. Great interest has been shown in each contest, and prizes have been awarded each month.

Our plant paper, entitled "Upstairs and Down," has become so interesting that we are continually receiving requests from our customers and from various members of the armed forces, to put them on the circulation list, so that they may have a copy each month. One complete page of each issue has been devoted to the functions of the Labor-Management Committee, and has been used to create interest in the various drives conducted by the committee.

We have established an enviable accident record, and have just received a certificate of merit from the State of Pennsylvania for better than average safety record.

Labor and management alike have accepted our committee as a body whose functions shall benefit all concerned, and we are elated at the cooperation received by the committee.

JAS. P. QUINN,
Sales Manager.

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FEDDERS MANUFACTURING CO., INC.,
BUFFALO, N. Y.

First of all, our committee has been on what we call the "firing line" for the past year and a half with 100 percent cooperation from the executives of our corporation.

Suggestions.—We have at the disposal of the employees in our plant an efficient suggestion system for their use in presenting their ideas on increased production, safety, material saving, etc. To date the results have been very satisfactory; however, we feel that by having the suggestion system set up in the plant, an outlet is made through the management should the employee have a worthwhile idea.

Production problems.—At the present time this item is not the prime concern of this committee. We are making the .50 cal. metallic machine gun-belt links, a precision job technically controlled, with most of the production equipment automatic. Our interest is working through various engineering departments on ideas that come from the labor side of the committee, also production suggestions that do not come under the payment of awards. All of these ideas presented to our committee are properly handled through regular channels.

Publicity.—An extensive poster campaign is in effect at all times. Posters being used are on subjects of sale of war bonds, suggestions, production, absenteeism, and any current item that might come up. At our regular scheduled labor meetings, we have small rallies and transcriptions, etc. used.

Safety.—A subcommittee of the Labor-Management Committee has been established and we are proud of our low accident frequency and severity rate.

Absenteeism.—This is the major concern at this writing of our committee. The personnel department is supplied with lists of absentees from all departments each morning and afternoon. Telephones are used for immediate contact and a personal follow-up is made when necessary. This procedure along with our A. W. O. L. time card has brought exceptional results.

Summary.—Our Labor-Management Committee members exemplify unity and harmonious team work with a personal touch for all employees. It is the writer's firm belief that where workers' attitude is good, production is good, and manpower waste likely to be at a minimum. Both management and labor gain as a result of a better relationship, and a more purposeful industrial relations policy.

WILLIAM F. MCLEAN,
Industrial Relations Manager.

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FEDERAL MINING & SMELTING CO.,
WALLACE, IDAHO.

The first Labor-Management Committee in the Coeur d'Alene mining district was formed at the Morning mine of Federal Mining & Smelting Co., Mullan, Idaho, in December 1942. This committee, consisting of three representatives each from labor and management, held its first meeting on December 28, 1942, and has met regularly every 2 weeks since that time. Subcommittees, consisting of two representatives each, were also formed for the mine, mill and shops, and yard.

Later on, a Central Labor-Management Committee for the whole district was formed. The central committee is made up of one representative of labor and one representative of management from each of the communities of Wallace, Kellog, and Mullan. The first meeting of the central committee was held February 22, 1943, and one meeting has been held each month since that time.

Labor-Management Committees have now been formed and are functioning at most of the operating mines in the district.

When the first committees met it was agreed that their principal work would be to devise methods to combat and aid the following problems:

(1) Absenteeism.
(2) Sale of war bonds.
(3) Conservation and care of tools, equipment and materials.
(4) Salvage of materials.
(5) Increase of production wherever possible and higher efficiency of labor.

Suggestion boxes were placed throughout the plants and all suggestions received have been carefully considered by the committees and action taken when thought advisable. Also, frank discussions regarding the problem of absenteeism, sale of war bonds, increase of production, etc., have been held and various plans put into effect in an endeavor to improve these various matters. It is felt that all of this work is bound to gradually improve the general situation.

At the present time the Labor-Management Committee at the Morning mine

of this company is arranging for a reception and dance for the soldier-miners who have just recently been released by the Army for work in some of the mines in this district. Friendly contacts of this kind will undoubtedly do much to build morale of the new men and help them to become an important part in the essential war production now so urgently needed.

H. G. WASHBURN,
General Manager.

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FELLOWS & STEWART, INC.,
WILMINGTON, CALIF.

We might say in reply to your letter, however, that while we are not clear as to whether we have the type of Labor-Management Committee you have in mind, we have had a Labor-Management Committee in our plant for something over a year, the committee being made up of a group of the lead men from the various departments, elected by the personnel of those departments, and meeting with the management's representatives twice a week for the discussion of the various problems such as absenteeism, delays caused by lack of material, or changes under the contracts, and all other problems covering the various bottlenecks arising from one source or another.

As the writer has presided at most of these meetings, he can say of his own knowledge that these committee meetings have been productive of an increased interest in the production schedules and have unquestionably been conducive to a speeding up, as well as having built up a much closer understanding between management and the personnel. From your letter, it would seem that that is the object of the Labor-Management Committee you refer to; consequently, we feel that we can truthfully say that this has been in effect and in successful operation now for over a year.

V. B. STEWART,
President.

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THE FLOUR CITY ORNAMENTAL IRON CO.,
MINNEAPOLIS, MINN.

We are happy to give you a résumé of the activities of our War Production Drive Committee; also to touch on the benefits which we consider have been derived from these joint labor-management meetings.

Since April 30, 1942, the date of the first meeting, the committee has met 15 times thus far in the conference room of the company, usually on the last Thursday of the month. Many and varied have been the subjects discussed, an idea of which may be gathered from the following general list:

Equipment and tools.
Absenteeism.
Tardiness.
Methods of perfecting operations.
Scrap Salvage.
Saving of power and heat.
Fire precautions.
Blackouts.
Rearrangement to facilitate operations.
Circulation of literature.
Moving pictures.
Victory gardens.
Bulletin board displays.

The subject of "absenteeism" has of course received much attention, and through the efforts of the committee our percentage has steadily decreased, reaching a low of 0.53 percent for the month of August, of unexcused absences. Complete absentee report for August is enclosed, also report for the week ending September 12.

The committee has launched a definite program of advertising through the bulletin board and pay-roll envelopes. It has sponsored an employee's bulletin board and been instrumental in establishing a reading library available to all employees.

Twenty-nine movies have been brought to the employees through the efforts of the committee. These have been well received by the employees and it is believed have had a very good effect in stimulating interest in production.

The committee has greatly aided the management by enlisting the aid of the labor union in cooperating with the management, bringing to the attention of employees the importance of supporting local welfare agencies, and has sponsored a number of employee's activities, parades, war-bond drives, Red Cross drive, war chest, blood-bank donations, cigarettes to the service men, etc.

We feel that the War Production Drive Committee has aided production in our plant; been a vital factor in aiding the management to maintain complete understanding throughout the plant by the activities of its members; and these joint labor-management meetings have tended to establish good, sound understanding of problems continually arising, thus contributing considerably toward good and desirable labor relations.

HENRY J. NEILS,
Secretary.

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FOOTE, PIERSON & CO., INC.,
NEWARK, N. J.

We have a Shop Committee that meets monthly and to which reports of the various subcommittees are submitted and actions are taken on these reports. The activities of various subcommittees are as follows:

(1) *Suggestion—Awards Committee.*—We have in operation a successful Suggestion System. This subcommittee has done much toward the publicizing of the Suggestion System and the presenting of the awards and certificates.

(2) *Publicity committee.*—The main activity of this committee is the publication of the "Transmitter," a recent copy of which is enclosed herewith.

(3) *Attendance, safety, health, and welfare subcommittee.*—This committee has been responsible for some of the articles published in the "Transmitter" and we have at present on order charts for publishing the attendance records in each department. Various phases of attendance, safety, health, and welfare are reported from their committee meetings. We are at present forming a committee among the woman workers to study over the literature which you furnished us on nutrition and the plan is to publish some of these recipes and suggestions in the "Transmitter."

(4) *Conservation of materials subcommittee.*—Has monthly meetings and reports concerning suggestions for the conservation of materials.

(5) *Production committee.*—This subcommittee has made several suggestions relative to the production problems.

(6) *Transportation subcommittee.*—This committee has been responsible for the pooling of rides. They have also suggested a slight change in hours so as to make better use of the bus service. This change, we think, is most beneficial to our workers.

(7) *Education committee.*—This committee has sponsored a class in blueprint reading which has been completed and a class in elementary mathematics which is still in session. They have also made arrangements for a job methods training course which will start on the 22d of this month.

If there is any further information that you may desire concerning the operations of our Labor-Management Committee, please advise.

W. F. CASSEDY, Jr.,
Vice President.

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THE FOUR WHEEL DRIVE AUTO CO.,
CLINTONVILLE, WIS.

Your inquiry asked for a statement as to the accomplishments of our Labor-Management Committee.

You will be interested to learn that on September 1 the Wisconsin Manufacturers Association wrote Mr. Olen asking him for a confidential report on "whether or not the Labor-Management Committee in your plant has worked out successfully." In his reply Mr. Olen wrote as follows: "Replying to your letter of September 1, the Labor-Management Committee in our plant has had a stabilizing influence both on labor and on management, and we believe has been a very important factor in contributing to an increase in our production in stabilizing employment and bringing coordination between management and labor.

"We were extremely fortunate in being able to select capable men both from labor and management, and while they all were young and inexperienced, they have done a very splendid job."

Some of the projects handled by our committee have been a Suggestion System in which the employees participate in the savings affected by the suggestion, which is just going into operation having just been approved by the board of directors of the company at their last meeting. The Labor-Management Committee worked out every detail in connection with the setting up of the plan. Other projects include the share-the-ride program, gasoline and tire rationing. About 2,000 of our employees depend on private transportation in order to get to and from work. The Labor-Management Committee has handled this assignment with such thoroughness that it has never had to refer a single problem to the executives of the company and has the record of providing transportation for every employee without a single failure and has secured an average rider participation of 3.5 persons. Incidentally, our transportation set-up was the first to become operative in the State of Wisconsin. Our Labor-Management Committee handles a good share of our public relations, especially in our own community. They have sponsored an extensive athletic program, victory gardens, tool salvage campaign, personnel development program, and one of the most successful salvage drives that was ever conducted in this community.

The committee is responsible for the full time employment of five persons who handle various phases of work of the committee and receive their direction and report to the committee. These activities include editing of the employees magazine "Our Drive," the most recent copy of which is attached; our company share-the-ride transportation set-up, including gasoline and tire rationing; the company's pay-roll allotment plan for the purchase of war bonds, which has resulted in 100 percent participation in the plan by the 2,750 employees in the company. Other activities handled by the committee are the bulletin board service throughout our offices and factories, the company band, and our military welfare department from which constant communication has been maintained with our employees in service, resulting in a tremendous amount of good will among the men who have left our employ to join the service and has a most wholesome effect on the employees remaining on the job.

The committee enjoys the support of both labor and management and our members are enthusiastic about their assignments and attend our regular meeting as regularly as when our committee first started more than a year and a half ago. I am sure this committee has already become a prominent part of our organization, supplying a missing link between management and labor on a common ground that cannot be readily displaced by any person or department that might be set up by either management or labor.

FRANCIS M. HIGGINS,
Chairman,
War Production Drive Committee.

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GENERAL ELECTRIC CO.,
SCHENECTADY, N. Y.

An example of patriotic cooperation has been given us by managers and labor in more than 2,700 of our greatest war plants throughout the country. In these plants, managers and labor leaders have sat down together, pooling their knowledge and experience, to make a common attack on problems of production. The success of Labor-Management Committees clearly shows how, among reasonable men, an earnest attempt to understand the problems of the other fellow can resolve disagreements without needless conflict and delays in production.

C. E. WILSON,
President.

Mr. Wilson is now on leave from the General Electric Co. He is now executive vice chairman of the War Production Board.

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Our committees have, I believe, contributed in a large measure to our war production effort. Naturally some committees are composed of more enthusiastic individuals than others, and for that reason in some departments we get outstanding results and in others not such a good showing.

Several things have been very noticeable since this work started. We find much better housekeeping and more interest on the part of the workers to keep a clean orderly department. We find a greater appreciation of spoilage and wastage and also a constant flow of suggestions from employees in all departments.

As you know, we have conducted a successful Suggestion System for many years and through generous awards have encouraged our employees to submit ideas on anything that would be beneficial to the operation of our plants. For this reason it is difficult to exactly measure the suggestion results that can be attributed to the work of our All Out War Production Committees. This same condition applies to health and safety conditions. We have for many years carried on this work with committees in every department in cooperation with the medical staff in our works hospital, as well as close cooperation of our personnel manager's office. Here again I feel that we have built up greater appreciation of the necessity for keeping in good health and carefully guarding all manufacturing operations.

In regard to absenteeism and car pooling, I would advise that we have made a number of checks on the number of people riding in the cars that come to our plant and have advertised this information widely and urged that people double up in driving to work. We have kept constant watch on all means of transportation to the plant and have cooperated with the transportation companies and city officials. Along this line we have changed shift starting and stopping hours to meet public transportation facilities.

The problem of absenteeism has given us considerable trouble and we have, I believe, through our committees benefited this situation.

I am enclosing herewith two recent copies of our "Works News" to show you some of the publicity we have given our All Out War Production Committees. In addition to this a number of our committees have had posters made with a large blown up picture of the local committee urging that the workers get solidly behind their committee. We are planning publicity for the work being done by our local committees and expect in the near future to start a series of articles along this line, including a picture of the various committees being discussed.

All in all I am pleased to report that our All Out War Production Committees are doing a good job and have been a fine means of getting closer cooperation between the man on the job and management supervision.

J. W. BURNISON,
Assistant to Works Manager.

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GENERAL ELECTRIC CO.,
BRIDGEPORT, CONN.

The Bridgeport Works of the General Electric Co. has an active and completely organized and operating Labor-Management Committee. It is composed of a central committee with 4 members of labor and 4 from management. There are also 10 section committees, 4 of which have 8 members and 6 of which have 6 members equally divided between labor and management. The plant has a collective bargaining agreement with Local 203 of the U. E. R. M. W. A.

Meetings of the central committee are held monthly and one of the section committees meets at that time with the central committee. Each section committee meets twice each month for a period of at least 2 hours. Minutes of all meetings are carefully recorded and questionable items are referred to the central committee.

Subjects covered to date include suggestions, production, conservation of

critical materials, care of tools and equipment, improving production and quality, training, safety, absenteeism, housing, transportation, child care, rationing, bond drives, victory gardens, hospital funds, etc., etc.

The committees are served by a small selected group of qualified men forming an Employees' Activities Committee who specialize in campaign material, posters, band, radio programs, choruses, concerts, and other types of recreational facilities.

All committees serve without any designated chairman but on the central committee the labor representatives are the president of the Local 203 and three labor members. Management representatives are the works manager, two assistant works managers, and the production manager. In the section committees, in most cases, the labor representation is composed of the section union chairman and two union members. Management representatives are the section superintendent, production supervisor, and the methods supervisor.

Our Labor-Management Committees have been functioning since April 1942 and our experience with this type of committees and the results secured to date warrant our complete confidence in their continued beneficial effect.

W. STEWART CLARK,
Works Manager.

GENERAL IRON WORKS CO.,
DENVER, COLO.

We started a Labor-Management Committee in the machine shop early in 1942 and shortly thereafter, expanded same to the foundry. In starting the organization in the machine shop, we drew up what we thought to be our most urgent needs, as far as labor's responsibility and management's responsibility were concerned at the time and are enclosing copies of same.

The War Production Drive Committees meet twice a month. Suggestions are analyzed, first by the labor committee then by the management committee and then jointly by both committees. All suggestions, whether they are adopted or not, are acknowledged and the sponser is informed why his suggestion is adopted or not adopted and thanked for the suggestion. Suggestions that have potential saving possibilities are rewarded in ranges from a box of cigars to a $25 war bond.

Special War Production Drive bulletin boards are in all departments and full information regarding all matters, literature from headquarters, etc., are posted thereon.

We also have the Merit Award System in effect and outstanding performance by employees merits the award. This phase is generally gone into every three months. This information is also published on the board.

We feel that the War Production Drive Committees have substantially been of benefit to our production, absenteeism reduction, care of equipment, lessening of defective work and in conservation of perishable tools and supplies.

C. O. VOIGT,
President.

THE GLOBE-WERNICKE CO
CINCINNATI, OHIO

In the year and a half since War Production Drive Committees were established here considerable activity has taken place. Labor and management have collaborated on many things and the results have been most satisfactory.

Through the cooperation of some of these committees the elimination of waste and the improvement in the factors affecting the health and safety of the employees have been gratifying.

J. S. SPROTT,
President.

GOODYEAR AIRCRAFT CORPORATION
LITCHFIELD PARK, ARIZ.

For the first year and a half of labor-management's operation in our organization here, we had as our basic program the winning of the Navy "E". This objective was accomplished.

Immediately after this in June we attempted to streamline our labor-management Organization, by making the members an executive and advisory group, instead of the former organization which had been an operative group and was unwieldly.

T. F. PENN,
Cochairman,
Labor-Management Committee.

GREAT LAKES ENGINEERING WORKS,
RIVER ROUGE, MICH.

The Labor-Management Committee was organized in this yard on April 22, 1942, and periodical meetings have been held since that date.

One of the most outstanding beneficial results of these various meetings has been the "get together and lay your cards on the table" attitude of the participants; this helped to reduce the "gap" always existing between labor and management.

Management, top supervision, and various foremen attended the meetings; very interesting discussions ensued regarding methods of speeding up production. While suggestions received from labor did not, in our opinion, warrant the awarding of prizes, nevertheless much was achieved for the betterment of both labor and production.

Ways and means of reducing absenteeism were discussed at length and some result was achieved by posting the number of absentees in each department on a large blackboard placed near the time office where every employee could see it. This caused the shop stewards to make every attempt to reduce the number of absentees in their respective departments. However, this is still one of the main problems in shipyards.

The conservation of tools and materials was strongly stressed at all meetings. Probably the best result obtained in this respect was a noticeable saving in welding rod stubs indicating that welders realized the importance of burning the rods down to a minimum length.

This yard is kept meticulously clean of scrap and two employees have been made responsible to see that this condition is kept up.

In conclusion, we wish to add that these labor-management meetings have gone far toward a better understanding of labor toward management.

FRANK LEFEUVRE,
Director of Personnel.

GREENFIELD TAP & DIE CORPORATION,
GREENFIELD, MASS.

The following is a brief summary of results obtained from the operation of our Labor-Management Committee plan since its inception in March 1942.

1. *Suggestions.*—Under the sponsorship of our War Production Drive Committee a formal suggestion plan was inaugurated in April of this year under the direction of a full-time suggestion supervisor. Suggestion committees were set up in our two major manufacturing units and in our Administration Building, all of which are located separately. Each plant committee is composed of the plant superintendent, the plant chief engineer, and two employee representatives selected by the union. The Administration Building Committee includes the general office manager, the comptroller, and two representatives selected by the employees of that unit. To provide continuity and control, a representative of top management is the fifth member of each committee, with the suggestion supervisor acting as coordinator of all activities. A complete resume of results of the plan to August 10, 1943, is attached.

2. *Absentee reduction.*—During the 6 months period prior to November 1, 1942, our War Production Drive Committee attempted to control absenteeism through the publicity media of posters, bulletins, and our house organ "Leads and Angels."

Results from this being negligible, a direct reporting system, originating with the supervisory staff, was installed on November 1, 1942, in order to provide accurate records bearing on the problem and to fasten responsibility for its control directly to the supervisors.

To supplement this reporting procedure, and to bring direct employee pressure upon the offenders, a plan in-

volving the use of an "AWOL Clock Card" (a copy of which is attached) was developed by our Labor-Management Committees and installed on June 1, 1943.

The absentee control exercised by these progressively developed plans has probably been of assistance in reducing our absenteeism from the high of 9.23 percent in February 1943 to the August 1943 figure of 4.81 percent.

3. *Spoilage control and increased production.*—In the late spring of this year our Union-Management Plant Committees collaborated closely in accumulating data relating to those employees who were low earners and thereby low producers, and those with excessive spoilage records. Upon the basis of this information, the union sponsored a program involving the distribution of informative folders entitled "This is a Union Plan" (see attached copies) to employees in various departments, and the setting up of departmental employee committees to warn, and if possible, assist low producers and high spoilers. Coupled with a minimum of disciplinary action where necessary, this program has been responsible for an increase in production as measured by a reduction in "make-up pay."

4. *General.*—Although it is difficult to measure the effect of union-management close relationship on rank-and-file employee morale, the broader understanding of management problems which the union members of such committees gain must, of necessity, flow down to the rank-and-file and make for better employee relations.

D. G. MILLAR,
President.

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HARNISCHFEGER CORPORATION,
MILWAUKEE, WIS.

I am pleased to advise you that we have successfully operated a Labor-Management Committee from the first day it was suggested by Donald Nelson which was over a year ago. We have done considerable work in the committee which consists of five factory workers and five factory supervisors. We have accomplished a great deal on suggestions, absentee reduction, increased production, slogan contests, salvage work, and general improvement of working conditions. I believe that the committee has been helpful in increasing our production but of late we have been plodded somewhat by shortages of materials essential in our manufacturing and some of the good work done by the committee has been in vain.

H. MENCK,
Vice President and Works Manager.

☆ ☆ ☆ ☆

HERRING-HALL-MARVIN SAFE CO.,
HAMILTON, OHIO.

We have your request of August 30 regarding our War Production Drive Committee experience. This committee, organized in the early months of the War Production Drive, was an effective force for coordinating joint activities of labor-management.

The following areas of concern have consistently been carried out in this plant by functionalized sections of the original War Production Drive Committee:

1. Two bond drive committees have effectively canvassed the shop and now have approximately 97 percent coverage of our employees. The last drive held during the month of June resulted in the employees subscribing 10.5 percent of the total pay roll.

2. The subcommittee on safety is made up of managers, foremen, and workmen. They meet every 2 weeks to report on existing hazards and report the elimination of hazards listed in earlier meetings. This committee sends to all foremen the minutes of each safety meeting and issues periodic bulletins regarding safe practices. It has also inaugurated a safety education plan built around the use of slide-sound films.

3. The Suggestion System was terminated during the summer months and has just been authorized to be reestablished.

4. Work with absentees has reduced our absentee ratio below the existing national averages and we have over a period of months approximated the 3 percent level often used as a normal prewar figure.

5. The plant transportation committee with members from management, naval ordnance division, and workmen has actively sought to control abuses and to eliminate time lost by men in obtaining their necessary gasoline allowances.

The joint efforts outlined above have, we feel, had a good effect in promoting better feeling between management and labor regarding problems related to essential production of war materials.

C. A. ANDREWS,
President.

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THE ILLINOIS CENTRAL SYSTEM,
CHICAGO, ILL.

There is an oft-repeated statement to the effect that great progress is made during wartime. Our experience with the Suggestion System as part of the War Production Drive is no exception. In our opinion, the adoption of joint Labor-Management Committees in the administration of the system is the most forward step we have taken thus far. During our first year (just closed) under this set-up, 25,124 suggestions were received, of which 4,150 (16.5 percent were adopted with cash awards amounting to $43,460. The best previous showing was for the year immediately preceding the change-over, when 18,759 suggestions were received, 2,433 (13 percent) were adopted, and the awards added up to $28,145.

H. C. MARMADUKE,
Manager.

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JOHNSON & JOHNSON,
NEW BRUNSWICK, N. J.

We are quite satisfied with progress made to date. In addition to the master committee, which includes representatives of management and labor, we have departmental committees which meet twice monthly for purposes of discussing problems within their particular department, safety relating to their department and further as a means of passing on information of a general nature. This, we have found, to be very well worthwhile for time spent. The meetings last for a period of about 1 hour. In this way we feel we bring the production problems, safety problems, etc., directly to the location in which they occur and in which they must be cured.

Our War Transportation Committee is a subcommittee of the master group and have done their job so thoroughly that they have received the commendation of the New Brunswick Rationing Board.

For some time, Johnson & Johnson has enjoyed a suggestion program and we have used labor-management merely as an implement to our present set-up.

R. V. MULLIGAN,
Personnel Director.

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JONES & LAMSON MACHINE CO.,
SPRINGFIELD, VT.

We are very glad of this opportunity to wholeheartedly command the Labor-Management Committee plan.

In our case the Labor-Management Committee has received unqualified support from all angles and the results have been more than gratifying.

Our committee has taken an active interest in the wide range of the problems which confront our company, and the community in general.

I should like to point out two of the committee activities which I feel are outstanding and have contributed most toward the accomplishment of the results for which the Labor-Management Committee plan was originally intended.

Our company administers the production bonus plan, which was announced in March 1942 and is one of the prime reasons why it has been possible for us to increase and maintain our production in the face of all difficulties which beset this or any similar industry. The basis of computing this bonus has not been altered in any way since its conception, and the fact that the average bonus paid to date is 12.1 percent is a good barometer of productivity of our employees, and the ability, on the other hand, of management to plan and secure necessary material for this production.

Secondly, the Labor-Management Committee has full charge of our suggestions. I feel that we enjoy all the usual benefits of an active Suggestions System plus the very definite advantages obtained by having this committee review each suggestion and pass upon its relative suggestion and merit. By this method, having representatives of both labor and management sit together we find a golden opportunity to uncover and discuss freely many phases of plant operation and efficiency and employee relations, morale, etc., that would be difficult under almost any other arrangements. These discussions, which often wander considerably from the subject matter of the suggestion in question, have proven invaluable during these times of extreme pressures * * * material shortages, manpower problems, government regulations, etc., that often are misunderstood by employees in general and, therefore, are the real cause of unrest and eventual loss in production.

E. L. HUBER, *Chairman,*
Labor-Management Committee.

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WALTER KIDDE & CO.,
BLOOMFIELD, N. J.

Our production record shows that in a period of a year we have tripled production on the basis of tonnage shipped. During this same period we added about 50 percent to our personnel so that this would mean double our production per man employed.

On the matter of car sharing, we have increased the number of passengers, including the driver, from 2.2 per car to 3.5 per car.

The V-mail program shows that 2,000 V-mail blanks are taken from our boxes every week. It can be assumed that most of these go to former employees now in the service or to relatives of our present workers in the armed forces. In this connection, I am enclosing two of the more interesting letters received in reply, typical of those we post on the boards.

With reference to suggestion awards, this has increased so that it now averages about $500 or $600 per month.

Since printing the booklet, we have conducted an amateur poster contest and I am enclosing one of the prize-winning posters which I think you will agree is an excellent conception.

With reference to absenteeism, we have been conducting a consistent campaign which has been successful in maintaining an absentee rate from all causes, including illness, of about 6 percent. While this is no better than the national average, it is one of the best rates in this particular area, which apparently is afflicted with many conditions conductive to a high absentee rate. The Labor-Management Committee made an award recently to all employees who have not missed a single day after a 3-month consecutive period. About 35 percent of our shop employees received these flags, a sample of which is enclosed.

Of course, it is difficult to apportion credit for these achievements and for general morale among the different contributing factors, but it is the feeling of the company that the Labor-Management Committee has been worthwhile and that it is entitled to a fair and generous portion of credit for the good results achieved.

KENT R. COSTIKYAN.

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LEEDS & NORTHRUP CO.,
PHILADELPHIA, PA.

As much as we should like to do so, it is not possible for us to present outstanding facts and figures which would enable you to appraise the success of our Labor-Management Committee activities. Fortunately, or unfortunately, in labor-management relations, it is necessary to proceed largely on the basis of faith in sound principles rather than on the basis of facts and figures.

Sound labor-management relations do not rest on any one or any few actions or activities nor on any number of actions or activities undertaken at intervals and forgotten in between times.

One important principle of sound labor relations is to remove the causes for difficulties before the difficulties occur. Hence, one is always in the dark as to what would have happened had personnel policies and relations been something different from what they were. This is just another way of saying that good labor-management relations, and this, of course, includes Labor-Management Committee activities, are perhaps more important in preventing situations from getting worse than they are in bettering reasonably good situations.

However, we can say definitely that we are satisfied that the Labor-Management Committee organization has been a good thing for us. It was no great step for us to establish a Labor-Management Committee in accordance with WPB plans because we have had in effect ever since the last war well established and much used arrangements for taking counsel with our workers.

Our Labor-Management Committee activities have been particularly helpful in connection with the matter of suggestions. We had a suggestion system a number of years ago and abandoned it because of unsatisfactory operation. The idea of reviving the system had been under consideration a number of times in recent years, but in view of our previous unsatisfactory experience, the suggestion system was not revived until a modified form of system was set up under the auspices of our joint Labor-Management Committee. The suggestion system now in operation has brought in a very satisfactory proportion and a very satisfactory actual number of worth while suggestions. Also our experience with the suggestion plan now in operation has served to alter, to a considerable extent the feelings on the part of some of our key people that our suggestion system was not practicable in our type of organization.

With reference to absenteeism, we had a rather good record before the Labor-Management Committee was set up, and all we can say is that we have not undergone a material deterioration in this respect notwithstanding that we have increased the proportion of women workers.

In general, it is probably correct to say that we have undertaken more morale building activities as a result of our Labor-Management Committee activities than, in all probability, we would have undertaken without the Labor-Management Committee, and the net effect has been good.

C. S. REDDING,
President.

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LINCOLN ENGINEERING CO.,
ST. LOUIS, MO.

Last year when Mr. Donald Nelson suggested Labor-Management Committees, we organized all the committees according to Mr. Nelson's request. These committees showed very good results and have been functioning ever since until recently when we lost several men from the committees to the Army. This of course disrupted the functioning of these committees to a great extent.

At the present time we are trying to build these committees up again to where we will get the maximum results out of them. The biggest problem we are having is absenteeism. The Transportation Committee has done a wonderful job. As to the Production Committee, their achievement is hard to judge due to the fact that we are losing a great deal of men into the Army and we constantly have to break in new men or girls. I do believe, however, if we wouldn't have the Labor-Management Committees, it would be somewhat more difficult.

JONATHAN KLUDT,
Vice President in Charge
of Production.

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MARINSHIP CORPORATION,
SAUSALITO, CALIF.

Marinship Labor - Management Committee composed of five members of management. Five members of yard committee and coordinator who acts as intermediary between the policy-making officials of company and minor supervisors and workmen. Five management members are K. K. Bechtel, president, W. E. Waste, general manager, the heads of

the three departments of the company, R. L. Hamilton, production manager, R. Digges, administrative manager, Bruce Vernon, assistant to general manager in charge of facilities and construction. Yard committee consists of two representatives from each craft in yard, who are appointed by unions, meets each week. Once every 2 weeks five alternating yard committee members meet with five members management, and they, together with coordinator, Edward C. Lynch, and representative of United States Maritime Commission, compose Labor-Management Committee. In addition to discussing problems of yard bottlenecks, working condition, etc., Labor-Management Committee, through suggestion boxes encourages employees to submit ideas for increasing production, both procedural methods and mechanical devices. To stimulate interest among workers, noonday programs are held, articles published in yard publication and in daily papers, talks given over radio and coordinator explains purpose and functions of War Production Department to each leaderman and foreman class at our training school. Suggestions reviewed each month by yard committee, ten best selected, and after confirmation by Labor-Management Committee each winner awarded $25 war bond. Between 250 and 300 suggestions received each month. And it is estimated about 35 percent of these are put into operation. The best suggestion received each month and particularly those which might be adapted for use in other shipyards and defense plants are sent to War Production Drive Headquarters in Washington to be considered by Board For Individual Awards for national honors. To date, though Marinship Labor-Management Committee is only 1 year old, our employees have received 60 national awards, and our Labor-Management Committee ranks second among over 2,600 committees in defense plants of the country. It is surpassed only by Packard Motors, which has won 75 honors. There have been six national judgings, and we have led all shipyards in four, and placed second twice. A total of about 3,500 suggestions have been received to date. More than one-third of these have been put into actual use in our yard and all have been sent to War Production Drive Headquarters for circulation among other shipyards. We are confident that our War Production Drive has improved our production so much that at least one of our ships is the direct result. This means one extra ship in service, also saving at least 700,000 man-hours, which saved Uncle Sam at least a million dollars in cost.

K. K. Bechtel,
President.

Merck & Co., Inc.,
Rahway, N. J.

In Mr. Merck's absence, I am replying to your letter of August 30, in which you ask for our experience with our Labor-Management War Production Drive Committee. While we can say that on the whole the results have been satisfactory, we believe it will be of more value to you to make specific reference to the various activities.

Suggestions.—The number of suggestions has improved somewhat; the quality has improved considerably.

Developing war consciousness by means of posters, leaflets, pamphlets, etc., and by the publication of a special house organ known as the Merck War News, the importance of the business and of the employee's job to the war effort has been brought home to our employees.

Absenteeism.—By shifting the emphasis to *presenteeism*, we have in various ways kept this problem from getting out of hand. An estimate of our absenteeism runs from 3 to 4 percent.

Employees in the service.—The committee has been helpful in encouraging employees to write to men and women in the service, and is now engaged in planning a shipment of Christmas packages.

Transportation.—Working closely with the company War Transportation Coordinator measurable success has been made in organizing riding groups and in generally conserving gas and tires.

Nutrition.—On recommendation of the committee, the company is serving a substantial, carefully balanced victory luncheon to its employees at less than cost. Booklets on nutrition are distributed.

Recruiting workers.—Through personal solicitation of employees, the Labor-Management Committee has been of assistance in recruiting men and women needed to replace losses to the Service and for handling an increased volume of war business.

On the whole we find that the committee has been able to do very little in the way of actually increasing production. The very nature of our business precludes the opportunity of doing much along these lines. The committee has been helpful in such matters as building employees' morale. There is a tendency at times to spend too much time and effort on matters which are either extraneous to the war effort or only remotely connected therewith. On the whole we feel that our experience with the Labor-Management War Production Drive plan has been satisfactory.

Henry W. Johnstone,
Vice President.

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Minneapolis-Honeywell Radiator Co.,
Minneapolis, Minn.

We have War Production Drive Committees working in all our plants—Minneapolis, Wabash, Philadelphia, and Chicago—and the general results that we have secured have been very satisfactory. We find a rather decided tendency as time goes on, the activities of the committee are taken a little for granted, but there is no doubt that they have been extremely helpful in improving the morale, the operation of suggestion systems and the various work that they have undertaken.

H. W. Sweatt,
President.

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Monsanto Chemical Co.,
St. Louis, Mo.

I am an enthusiast for Labor-Management Committees provided the limitations of such committees are made very clear at the outset and that they never take on in their activities the so-called grievance and bargaining angles reserved for collective bargaining groups. Labor-Management Committees are just as successful as employe representatives and management representatives desire them to be; in other words if both employes and management go into the idea enthusiastically the committee work is bound to be successful and the results worth while.

James W. Irwin.

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The Murray Corporation of America,
Detroit, Mich.

The Labor-Management Committee of The Murray Corporation of America was organized in March 1943, and consists of three management and three labor representatives.

In the initial conferences of this committee, a group of objectives was agreed upon, as listed herein, and ways and means worked out through which such objectives could be attained. Definite responsibilities were assigned to each of the six committee members. The committee activities actually started in the latter part of April.

The activities are as follows:

1. *Suggestion program.*—The committee's program has materially increased the number of suggestions.

In 4 months, 1,700 suggestions were received as compared with 1,169 during the 12-month period prior to the inception of the committee. Weekly suggestions, per 100 employees, have increased from the previous rate of 0.217 to 0.600.

The enclosed chart shows estimated savings resulting from suggestions now in effect, and those in process of being put into effect.

2. *Production efficiency.*—The committee approached this problem from a psychological viewpoint.

Production departments are awarded banners according to their efficiency.

The citation banner is awarded for 95 percent efficiency or better.

The "On-the-Fence" banner is awarded for 85 to 95 percent. The "Doghouse" banner is awarded for less than 85 percent.

These banners have had the desired effect. The "Doghouse" and "On-the-Fence" banners were not welcomed in production departments. Since the banners have been installed, the number of departments operating 95 percent or better has steadily increased, as reflected on the enclosed chart. While other factors were responsible for some of this improvement, we believe that the banners were an incentive toward greater effort on the part of the employees.

3. *Absenteeism.*—The committee's activities in this field have just started, and it is too early to show any tangible results.

As a part of this program, a "Silver Wing" pin is awarded to employees having a 100-percent attendance record for any consecutive 90-day period—a silver "Flying Fortress" pin for a 6-month period—and a gold, diamond-studded, "Flying Fortress" pin for 1 year.

Employees have shown considerable interest in these awards.

Another step in this field is the placing of A. W. O. L. cards in the time clock racks in place of the standard time card when an employee is absent without permission. This also has a psychological effect in reducing absenteeism, and marked results have been shown in the department in which the idea is being tried (see enclosed card).

4. *Transportation and car pooling.*—Activities in this field are varied. In some cases, streetcar schedules have been changed and rerouted to coincide with starting and quitting at the plant.

A novel idea is being incorporated which consists of supplying employees with windshield stickers to show they are "Murray War Workers—En Route to Murray's." (See enclosed sticker.)

5. *Morale.*—At various times, Army and Navy groups, such as the "Memphis Belle" crew, are escorted through the plant.

This committee is also handling a "child care" program. The committee has taken the responsibility of publicizing and explaining available facilities in Detroit to the employees in need of such services.

Since the entire program is based on a policy of helping the employee and giving credit where credit is due, the over-all activities should have a good effect on employee morale as a whole.

6. *War-bond drives.*—This function has been assigned to the committee and we find much better results are obtained in this way.

7. *Scrap displays and salvage.*—Various salvage ideas have been put into effect through the suggestion system, with good results.

The committee is just getting started in mounting scrap displays on the bulletin boards, which show scrap tools, production assemblies, etc. These displays in each department will pertain to the activities and work being performed in that particular zone.

In general, we believe our committee is fulfilling its original objectives, which, in turn, are contributing greatly to our war effort.

C. W. AVERY,
President.

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THE NATIONAL CASH REGISTER CO.,
DAYTON, OHIO.

We are happy to write you our experience with the Labor-Management Plan with the hope it may be of some help in the launching of your national drive.

After attending the War Production Board meeting in Cincinnati on March 28, 1942, our company was glad to intensify our war-production drive which had been under way for some time and consequently formed an advisory and a planning committee. The latter, with labor and management cochairmen, appointed new committees consisting of management and labor representatives. Here are the highlights of a few of the accomplishments of our combined group.

Safety.—The two Government safety inspectors who have been in our plant for the past year, give National Cash Register a rating of "excellent." Out of 11,500 employees, over half of whom are new and a large percent women, on the average only 4 are not at work at any one time due to accidents. While our company has always had a fine safety record, credit must be given to the cooperation of management training for new employees and safety devices on all machines, as well as the wholehearted support of our older employees in breaking-in the newcomers.

Suggestions.—Even though we created the suggestion contest in industry and have had it in operation for 40 years or more, now only suggestions which increase war work production are considered. Many valuable suggestions have been submitted, adopted, and awards made in war bonds. Final awards for the 6 months' contest ending in July will be made to 150 employees. A new contest will soon be under way.

Transportation.—The "share-the-ride" campaign has been most successful for all shifts and only a few requests from "riders" come in each month. Some adjustments were made in working hours for employees to aid in this work and the employees are quite well satisfied. This committee also has assisted employees in clearing requests for tires, recaps, and supplemental gasoline rationing. It also has been most helpful in working with the city and county in their "share-the-ride" campaigns.

We believe that much of our success in war work has been due to the full cooperation of our Labor-Management Committees. An excellent spirit has been built up in each department by the close association of foremen, job foremen, and labor representatives on our War Production Drive Committees.

To date, we have received our Army-Navy "E" with three stars in recognition of our war-production records.

Our employees have purchased over $6,500,000 in War bonds. Up until September, our pay-roll deductions were almost 11 percent for 18 months. Now with another campaign going full blast, we expect to make 15 percent at an early date.

Such results, combined with a fine employee relationship to management, has contributed in no small way to our ability to meet its wartime obligations in almost every way.

S. C. ALLYN,
President.

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NEW YORK SHIPBUILDING CORPORATION,
CAMDEN, N. J.

In response to yours of August 30, 1943, our president directs the writer to consult with our yard Labor-Management War Production Committee who have given us the high spots of their accomplishments as follows:

General.—Thirty subcommittees cover all production departments. A transportation committee assists in the rationing of gasoline and tires, including the rationing of shoes at the request of the authorities. A publicity committee. Instruction classes for chairman of subcommittees. A public address system has been installed for musical programs. Thirty-five poster boards, 55 suggestion boxes, 15 literature racks throughout the yard.

Absenteeism.—A reduction of 40 percent. Our records include absences from all causes excepting annual vacations.

Suggestions.—Twenty-five hundred received in one year; twenty-three percent put into practice; sixty-five $25 war bonds awarded; nineteen runner-up awards of points.

Salvage.—To mention merely a few high spots: Ferrous metals 2,701 tons, non-ferrous metals 250 tons, rubber 29 tons—all representing an increase in the normal salvage procedures.

Under separate cover we are sending you one of the photographic posters that includes a congratulatory telegram from the Bureau of Ships, illustrated by released views of some of our invasion craft in actual combat usage.

FRED A. COINELL,
Public Relations Officer.

NICKEL PLATE ROAD,
CONNEAUT, OHIO.

We are very proud to have a part in the War Production Drive, and our production as well as the interest shown by the employees, clearly shows the benefits derived from the efforts of our War Production Committee.

H. G. DUGAN,
General Foreman.

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NORDBERG MANUFACTURING CO.,
MILWAUKEE, WIS.

Meetings of the master committee are held every Monday afternoon and the various subcommittees hold many other meetings. The principal sub-committees are:

Absenteeism.	Safety.
Maintenance.	Slogan.
Production.	Transportation.

Each one of these subcommittees has members from all three shifts and from the various shops and offices. Frequently, the subcommittees hold meetings of at least part of their membership on the second and third shifts.

The work of the War Production Committee naturally has undergone changes as the project developed. Some things which appeared to be very important at the start were found to be of lesser importance as we went along; while other tasks became more important. I think you will be interested in a very brief résumé of the principal present activities.

1. Suggestions are one of the major items which came before the committee. The company has had a Suggestion Plan for a long time which was set up on a sound basis to insure full and impartial consideration of every suggestion. The name of the suggestor is not disclosed until a decision has been reached and an award made.

The production and maintenance subcommittees found suggestions a most effective means of getting ideas to improve production and getting more careful operation of machines. Even the committee does not know the names of the men making the suggestions, as they deal with them only by number. The War Production Committee gave new life to this plan, which has resulted in the submission of an increased number of very valuable suggestions.

Suggestions adopted have covered many subjects including:

Safe practices.
Reduction of errors and scrap.
Improvement of production methods.
Reduction of use of critical materials.
Better inspection methods.
Improved jigs, fixtures, and tools.
Better control of production.
Job simplification.
Worker training and introduction of new employees.

Awards for adopted suggestions are made in war bonds and stamps, and of course vary with the value of the suggestion. The better suggestions are given merit awards, and the very best ones have been submitted by our committee to the War Production Board at Washington, and have resulted in a number of our men receiving national merit awards.

2. The War Production Committee and the subcommittee on absenteeism have devoted much though to that problem. A signboard plus pertinent posters emphasize the loss of war production resulting from absenteeism, and a word-of-mouth campaign has been found effective.

3. The safety subcommittee has taken over the activities formerly carried on by the regular company Safety Committee and, here again, has given new impetus to the drive for safety.

4. Bulletin boards are mounted throughout the plant, and full use is made of appropriate poster material supplied by the various other sources. In addition, the committee turns out occasional posters which are related specifically to Nordberg war production, and the slogan subcommittee runs contests regularly and prepares posters displaying the winning slogans. We find that material which ties in directly with activities in our plant is much more effective than that which is of a more general character.

5. A monthly magazine "Nordberg Produces for Victory" is published by the committee. This is well illustrated, and the issue each month emphasizes some phase of war production or war activity. The expense of all publications is borne by the company.

6. The Transportation subcommittee has done an effective job in organizing share-the-ride groups and processing applications for supplemental gasoline rations and recaps and tires. The rationing boards in our district have told us that our transportation committee has been most helpful because its knowledge of the actual circumstances has enabled it to weed out the improper applications. As a result, those of our employees who have legitimate need for supplemental gasoline, tires, or recaps can obtain them with a minimum of red tape and delay.

7. The committee sponsors a "Health for Victory Club," in which a skilled home economist presents to the wives and homemakers of Nordberg employees better planning and ways of cooking to be able to serve the most appetizing and nutritious meals, using the foods which are now available. These meetings are held in a nearby theater, and the attendance usually runs from 300 to 500 women.

In addition to the above specific addition to the above specific activities, the War Production Committee aids Red Cross and community fund drives, hospitalization plan, and sale of war bonds. It also considers many general matters which are pertinent to improvement of war production. These have covered a wide range, including some rather sharp criticism of the manner in which the management was providing for certain functions. The comments have always been constructive, and we feel that the free and open discussion has been of great benefit to all.

As an example of the type of problem which comes before the committee, I might mention the eye-infection epidemic which visited this area recently. A number of plants in Milwaukee had many cases of keratoconjunctivitis, and unfortunately our plant was among these. This is the disease which first appeared in this country at Pacific coast shipyards and spread very rapidly into several industrial areas. The infection is extremely contagious, and the way it can be stamped out is by full cooperation of each individual who is affected. The company set up an eye clinic, separate from the first-aid hospital, to handle these cases, and the War Production Committee did a very thorough job in passing on information about this disease to the men in the plant; at the same time keeping a watchful eye for infected cases, where the men did not report this voluntarily to the eye clinic. As a result, the epidemic was stamped out very quickly.

There has been no tendency of the committee to try to take on bargaining functions. Once in a while, some individual member may bring up a subject which properly should be handled by one of the union bargaining committees, and invariably some of the other representatives of labor on the committee will call this individual to time, reminding him that such matters should not be brought before the War Production Committee. There has been complete cooperation between the men from all of the shops of the company, and the committee functions harmoniously.

C. E. STRYKER,
President.

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PITTSBURGH FORGING CO.,
CORAOPOLIS, PA.

Top Management has quite consistently not interfered with the acting of the committee; it has not attempted to dominate or control their meetings or their conclusions. As a result of which, we have and continue to have a very excellent relationship between labor and management on this concerted effort to improve our war effort.

R. A. MITCHELL,
Vice President.

PORTLAND WOOLEN MILLS, INC.,
PORTLAND, OREG.

Both labor and management in this plant are thoroughly sold on the importance and general effectiveness of this committee and have concrete proof that it has been of much assistance in working out our wartime problems.

R. B. AMBROSE,
Vice President.

PRATT & WHITNEY,
WEST HARTFORD, CONN.

There is very little I can say in answer to your letter of August 30 that is not already covered in the attached issue of our company magazine "Backgrounds," Vol. 2, No. 3. Our War Production Drive Committee was instituted when the movement first started, and we saw fit to devote a number of pages in this issue of "Backgrounds" to its activities. These pages show better than anything else I could tell you just what is being done. The world is being carried on in exactly the same manner.

CLAYTON R. BURT,
President and General Manager.

PROCTOR & SCHWARTZ INC.,
PHILADELPHIA, PA.

In response to your recent inquiry as to the operation and accomplishment of our Labor-Management Committee, we are glad to inform you that the activities of this group and its various subcommittees have produced many beneficial results which have led to a generally better perception by labor and management of each other's problems.

We are enclosing a copy of our book, "Committees Formed to Aid War Work Production and Quality at Proctor & Schwartz, Inc.," by Charles T. Griffith, showing the organization and personnel of the committees, and explaining in detail the mission, operation, and duties of each one.

A copy of this book was given to each employee of the company in order to promote the cooperation of all with the various committees.

The missions of each of the committees listed have been or are being carried out, and the meetings of the different committees have produced a better understanding and a greater mutual respect between the "shop" and the "office."

We are glad to report that absenteeism has been held to a minimum, and that we have been meeting our production schedules in a satisfactory manner.

CHAS. S. TIERS,
Acting Chairman,
Labor-Management Committee.

THE PUSEY & JONES CORPORATION,
WILMINGTON, DEL.

Replying to your letter of August 30 I am very glad for the opportunity of reporting my experience with the Labor-Management Committee Plan.

This is very opportune as our committee completed its first year of operation at the last meeting in August, having been organized on September 8, 1942. Each week thereafter meetings have been held without interruption and many have been put into effect such as the establishment of a service gift fund for remembering employees entering the armed forces, the publication of a monthly plant magazine, lunchtime broadcasting of war news, and many other features promoting teamwork, morale building, and good will.

The primary and most important part played by the committee has of course been in connection with the Suggestion Plan. Week after week without pause or let-up, suggestions pertaining to production and safety have been received, carefully checked, and the most outstanding selected for awards of war bonds and stamps. Many individual, interdepartmental and over-all plant problems have resulted, some mistakes have been made, but on the whole the committee has done a good job, faithfully and conscientiously.

A few statistics for your information may be of interest. During the past year a total of 1,519 suggestions were submitted by employees, of which 328 were accepted and given awards, representing over 20 percent in acceptances. Awards of war bonds and stamps amounted to $4,400. While difficult to evaluate the direct returns in dollars and cents, there is no doubt that substantial savings in manpower, time, and cost have been effected.

THE PUSEY & JONES CORPORATION,
A. G. SPIEGELHALTER,
President.

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QUAKER OATS CO.,
CHICAGO, ILL.

We have found that the Labor-Management Committee is worth while. It is my understanding that our committees are reporting directly to Washington.

Our company has always felt that such success as it has had has been due largely to the splendid cooperation that has existed between workers and management.

R. DOUGLAS STUART,
President.

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THE RELIANCE ELECTRIC & ENGINEERING CO., CLEVELAND, OHIO.

Our committee was formed in May 1942. The original membership consisted of five from management, five from the workers, and a secretary. We have recently added an additional member from management and one from the workers in order that we can include a member from our engineering department. Membership is rotated except for three from management and three from the workers who form a permanent nucleus.

The committee meets once a week on the members' own time. The order of business consists of:

1. Minutes of previous meeting.
2. Report on status of outstanding suggestions from the secretary.
3. Reports of subcommittees.
4. New suggestions from members of the committee.
5. Round-table discussion of bottlenecks, current problems and postwar plans.

Suggestions and recommendations originating in the committee are distributed to all foremen and supervisors, as well as executives and department heads in the form of minutes of the meetings. The secretary follows up those who should take action and obtains from these people an answer as to whether or not the suggestion will be carried out and if it is to be carried out, an approximate date. The suggestions are then date filed and followed up by the secretary.

Subcommittees.—The following subcommittees have been formed and are operating in a manner similar to the parent committee. These committees are as follows:

1. Plant publicity.
2. Production charts.
3. Waste reduction and salvage.
4. Housekeeping.
5. Absence and tardiness.
6. Sales of war bonds.
7. Plant efficiency and suggestion system.

Every subcommittee is sponsored by a member of the parent committee. These sponsors do not regularly attend subcommittee meetings, but do assist them in organization, and make sure that they are doing a satisfactory job.

Suggestion system.—As can be seen from the above description of the organization, the committee and its subcommittees are essentially of a voluntary nature and are set up primarily to make recommendations and suggestions. It was soon found that the operation of the Suggestion System required an operating personnel that the committee did not originally provide for. This was taken care of in November by the addition of a paid full time secretary. The time of this individual is now primarily occupied with records, filing and follow-up incident to the Suggestion System. Approximately 30 suggestions a week are being handled.

Results.—The results of the committee's activities have been very worthwhile.

The suggestion system is functioning smoothly and has fostered a great deal of interest throughout the organization in improving methods and developing short cuts. A high percentage of the suggestions turned in have been accepted and put into effect and several have been of such unusual merit that special recognition has been given from Washington.

The work of the committee has contributed to building morale by allowing everyone to contribute ideas and time and thus feel that he has a more important part in the war effort. Serving on the committee is considered a privilege largely because of its educational value. It can truly be said that both management and employees are benefiting by arriving at a better understanding of eath others' problems.

During the early days of the committee a great many so-called suggestions were more in the nature of complaints about conditions without any attempt at giving a solution to the problem. This attitude has now largely been replaced by a conscientious effort on everyone's part to refrain from criticizing those things that connot be changed and concentrating on making helpful suggestions as to where conditions can be improved. Local 715 U. E. was very helpful in bringing about this change and has shown a fine spirit of cooperation on all matters.

It is felt that a great deal of the success of the committee is due to the fact that both management and Local 715 U. E. have been very careful in their selection of members.

Much work has been done by the Absence and Tardiness Committee in the way of publicity regarding the importance of every day attendance. It is difficult to judge the results of their effort inasmuch as this has never been a serious problem of our company. Recent check would indicate that we have very few people away from work where such an absence could have been avoided.

R. W. CORNELL,
Superintendent.

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ROBBINS & MYERS, INC.,
SPRINGFIELD, OHIO.

Our plan is composed of a general committee with various sub-committees which meet regularly and offer their suggestions and recommendations to the general committee. The results to date are very satisfactory.

A. W. MCGREGOR,
Vice President.

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RCA VICTOR DIVISION OF RADIO CORPORATION OF AMERICA, CAMDEN, N. J.

I am glad to reply to your letter of August 30, 1943, addressed to Mr. David Sarnoff. We have active Labor-Management Committees in our plants at Bloomington, Ind.; Camden, N. J.; Harrison, N. J.; and Indianapolis, Ind. Our plant at Hollywood, Calif., is very small and there is no formal committee set up there. The plant at Lancaster, Pa., has only been in operation since the first of this year, and a Labor-Management Committee was not formed until September 9, 1943.

In each plant the committee has had an active part in programs related to reduction of absenteeism, conservation of materials, suggestions for improvement of production and methods, and morale building. There has been good spirit on the part of labor and management representatives. Attendance has been fairly good. In the Camden plant it was noted that a number of labor representatives were absent during the time Union officers were being elected. During this period of several weeks a number of meetings had to be canceled because a quorum was not in attendance.

It is not possible for me to report results from the work of these committees in quantitative terms. There is reason to believe that they have added zest and punch to many activities and projects. The working relationship between labor and management representatives that has been established should continue to be helpful. The committees have given good support and help to the suggestion system. It is doubtful whether absenteeism and labor turn-over have been affected constructively.

In most instances labor members have maintained a cooperative attitude and exhibited a genuine desire to be helpful in making contribution which would help production work in particular and the war effort in general. There have been, of course, one or two exceptions when certain persons kept trying to introduce irrelevant subjects and factors into committee discussions. It must also be said that labor members of the committee in one plant did not show as sustained an interest in the matters brought before it as did the management representatives. Another plant has reported that labor representatives have shown more interest than management members.

The following summary or appraisal of these committees has come from representatives in each plant; viz:

Bloomington.—The work of the committee has been on suggestions, absenteeism, and tardiness, conservation of material, salvage drives, war bond drives. Irregular flow of component parts and lack of measuring mediums make it impossible to evaluate effect on increased production. General results, however, seem to be good.

Committee members have been regular in attendance and enthusiastic in projects. Interest has been sustained through publications.

Camden.—The committee works through subcommittees. Results on suggestions, war bond drives, local projects (Red Cross, Community Chest, U. S. O., blood donations) have been good. Little has been done in reduction of absenteeism, but the committee plans to go into this in the immediate future. Fair results are reported on salvage drives.

In the matter of attendance, management members have been regular. Since January 1943 to the present time there have been no less than four management members present at all meetings. The average number of labor members present during that period is three. In two or three instances meetings were adjourned because of the lack of a quorum. Since July 20, 1943, which was the first meeting following the election of new representatives to the committee, attendance of labor members has been regular, and most members have been active and cooperative.

Harrison.—Committee works through subcommittees. Members have initiated projects cooperatively and have assumed responsibility. Attendance has been good. Activities have been varied, and all have combined to maintain morale and production. Numerous drives have been sponsored and results seem very satisfactory.

Indianapolis.—Full membership consisting of seven labor and seven management members has been maintained on the committee since its inception. Subcommittees function on suggestions, war bond drives, production, safety, absenteeism, housing, and transportation. Attendance has been regular, members have been interested and cooperative, and results have been gratifying. (Labor members tend to be somewhat more enthusiastic than management members.)

Lancaster.—Committee formed September 9, 1943, and no tangible results are available. First project is Third War Loan Drive.

R. SHANNON,
General Manager.

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SHEFFIELD STEEL CORPORATION,
KANSAS CITY, MO.

Mr. R. L. Gray, president of our company handed me your letter of August 30, 1943, and in answer to same allow me to give you the brief experience of our Labor-Management Committee.

We have some 200 suggestions turned in by the employees each month. These suggestions are carefully gone over by a subcommittee, composed of one engineer and one man in the plant, who in turn select three suggestions which are to be passed on by the Labor-Management Committee. This is done at our regular meeting on the 10th of each

month. At this meeting we decide which is first, second, and third, and we award a $100 bond for the first, a $50 bond for the second, and a $25 bond for the third.

We have reduced absenteeism at least 50 percent by working with the superintendents and the union.

Our Blood Plasma Committee have contacted almost 1,500 employees who are willing to give their blood for the cause of our injured soldiers, sailors, and marines. We are taking 45 each week to the Red Cross headquarters.

In the last 30 days we have seen our production increase.

We are constantly conducting J. I. T. and J. R. T. classes and find that the results of these classes help to raise the morale of our employees. We also find our men very cooperative and ready to assist and help at all times.

Trusting that this information is what you wish.

HOMER L. ROGERS,
Personnel Director.

STANDARD OIL CO. OF NEW JERSEY,
NEW YORK CITY.

We have had excellent results with our Labor-Management Committees and we have had a substantial number of suggestions regarding conservation, salvage drives, etc., and believe that in general a more cooperative understanding has been developed as a result of our experience.

R. L. MASON
Director Industrial Relations.

STAR ELECTRIC MOTOR CO.,
BLOOMFIELD, N. J.

Until a firm has a working Labor-Management Committee, it cannot appreciate the benefits to both labor and management.

The chief advantage of such a committee is that labor and management constructively share responsibility in working out solutions for problems of production which affect them both. This sense of joint responsibility enables both labor and management to cooperate in courses of action determined as a result of sane discussion between them in which the atmosphere surrounding them both has been one of amity and harmony and not one of bickering, griping, and fighting.

Our labor-management meetings with their consequent mutual contemplation of joint problems have resulted, too, in a sense of understanding between our employees whatever category they fall in. This sense of understanding has manifested itself in many ways. For instance, our last union contract was negotiated for the coming year in 3½ hours instead of taking weeks and months as in former years. Labor-management cooperation possibly didn't do the whole job in this case, but it certainly helped.

As management, we have carried out our proper part by appointing responsible and qualified management people to the management posts on the committee. These people have had the authority to speak for management. Labor, likewise, has appointed people to the committee who were qualified and authorized to speak for them. Setting up our committee has built up a record of achievement of which I am proud.

Our present committee is our third labor-management attempt. The first two collapsed because of self-imposed red tape and inherent faults. For the third attempt, we called in George S. Pfaus, regional representative of the War Production Board, and asked him to go to work and help us get a real Labor-Management Committee. Mr. Pfaus did a superb job in eliminating red tape, and making recommendations to both labor and management on certain improvements. He set up a sound committee structure upon which it is hard to improve.

His recommendations that each member of the executive committee be responsible for a separate subcommittee and that the subcommittee do the detail work under the direction of the executive committee, also has worked out well.

Since Mr. Pfaus helped put the committee on the right track, the committee has drawn up its own bylaws which cover the rotation of members of the executive committee and the method of appointing members of the subcommittees. In the past, each committee chairman named his own committee members, trying to keep it balanced with a like number of labor and management representatives.

The committee functions through a half-dozen subcommittees, each of which piled up its own impressive list of accomplishments.

These subcommittees are integrated with departmental committees at the motor plant, the equipment plant, and the foundry.

Remove production kinks.—One of the subcommittees, devoted to production problems, took the kinks out of the inspection system at the motor plant, and then launched a successful effort to clean up the problem of critical tools. This was achieved on the basis of a careful survey showing tools which weren't being fully utilized, or which needed replacement and repair.

In addition, the production group helped to standardize conduit boxes, and to design dies for cutting vital gaskets, and set up systems to prevent duplication of work, smoothing bottlenecks on maintaining equipment and on welding operations.

Subcommittee.—The production subcommittee has served also to adapt old machines to new uses, and to improve processes and smooth the operation of the production lines.

Another subcommittee on health, absenteeism, and safety has been so successful that the rate of absences dropped from 7 percent to below 4 percent, for which the United States Labor Department praised the group. Absenteeism is not a great problem; the subcommittee conducts an attendance contest, offering five $25 war bonds each month to employees with perfect attendance records.

Won "E" award.—Rallies, parties, and other special events, recreation and sports, posters and billboards fall within the province of a third subcommittee on morale and publicity.

A fourth subcommittee on scrap and conservation managed within a few months to lift the scrap sold by the company from a classification of "poorest" to "best," according to an expert scrap dealer.

Conduct scrap drive.—This group first surveyed each department of the plant, then designed special containers for scrap and set them up in suitable places, installing special sieves to clean up materials. As a result, the company now gains substantial increases in revenue for certain products and for the scrap. A special drive one week yielded 3 tons of nonferrous metals and 60 tons of iron and steel for scrap.

The fifth subcommittee on suggestions and awards operates a suggestion system, which has channeled up to the company many ideas saving time and materials. For a suggestion on cutting Bakelite insulation wedges, John Benson won $150 in war bonds, while August Freitag's idea on hot dipping castings for the submersible pump, which cut down the percentage of rejects, won him a $100 bond. Joe Stellato's idea for using a pressure hose and nozzle to wash machined parts, which saves time in his own department and in final assembly as well, won him a $100 bond also.

The committee collects suggestions each week from boxes located throughout the plant, and then distributes the ideas according to their subject matter to the subcommittees.

A new basis of awards for suggestions provides for the employes to receive 10 percent of the gross saving in the first year. This is equal to about 50 percent of the net savings.

The sixth subcommittee, in charge of transportation difficulties, conducts periodic surveys, revising lists for car-pooling and arranged that each car owner be given a plate and a window-sticker for ready identification on the highway and at plant gates and parking lots.

Conduct newspaper.—The top committee, moreover, has arranged for the installation of a master clock to sound signals over the public address system, and for new drinking fountains. Besides conducting drives for war bonds,

Red Cross, infantile paralysis, and other activities, the committee also has taken over publication of the company newspaper, the "Star Stator," setting up an advisory editorial committee consisting of labor and management representatives.

In another attractive booklet, published by the company for new employees, and titled "The Importance of Your Work," the general manager in his welcoming introduction, points out: "We are doing a vital job in the war effort. Your work, no matter how far it may seem to be from the production of a motor, is important or you wouldn't be here.

"Your mental attitude should be right. Read this pamphlet carefully and you will understand that your health, safety, and comfort are of major importance to us.

"We have been honored through the selection of our company to fly the Army-Navy 'E' flag. It was won by the concerted effort of every employee.

"Winning the war depends upon cooperation. Labor and management at Star are pledged to expend every effort toward that end. Employees are encouraged to make suggestions which might save vital materials, eliminate useless operations, and if found practical, your suggestion will be put into use without delay and due credit will be given to you."

With half the subcommittees under the direction of chairmen drawn from management, and the others under labor representatives as chairmen, the secretary of the top committee is a labor representative, Albert Chandler.

ELVIN H. HALLANDER,
General Manager.

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STERLING ENGINE CO.,
BUFFALO, N. Y.

In regard to our Labor-Management Committee here at Sterling Engine Co., we have had regular weekly meetings since last April 1942, which have been well attended both by labor and management. We have two cochairmen who alternate weekly on conducting the meetings.

We have a subcommittee for suggestions and have awarded and still award pins and certificates to all our employees on a monthly basis.

Just recently, the Labor-Management Committee conducted the Third War Bond sale, and at this time we are glad to report that we have raised a total of $90,000, approximately 150 percent over our quota.

In addition to other duties, we have another subcommittee who are working on the problem of absenteeism and we believe that we have reduced our absenteeism from over 5 percent to now just under 3 percent. This has been largely due to the efforts of this committee.

A splendid cooperation now exists in this committee between our Management and Labor group, and we trust that this will always remain so. No grievances of any kind are ever brought up at these meetings and we believe that the production in our plant has considerably increased through the efforts of our Labor-Management Committee.

R. B. TAYLOR,
Vice President and Assistant Treasurer.

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STROMBERG-CARLSON CO.,
ROCHESTER, N. Y.

We have had a War Production Drive Committee since March 1942 and it has been of large assistance to us. Organized and maintained with four representatives of management, all either junior or senior executives, and four men well up in the ranks of the union with which we have collective bargaining arrangements, the committee has regularly met once a week and been a factor in deciding steps to be taken on many important lines.

Naturally the committee has operated through a number of subcommittees concerned with important facts bearing on production, such as the transportation of employees and the like, and a part of the committee's time is taken in receiving and dealing with reports from its subcommittees. But there are likewise many problems which we of management have had occasion to lay directly before the committee or to discuss with it. Very naturally the committee has been helpful in matters of absentee reduction and while the committee has not functioned in place of management in making decisions with respect to such matters as the enlargement of our facilities to provide for greater production possibilities, our production plans, opportunities and responsibilites have been constantly laid before the committee.

One of the suggested subjects for War Production Drive Committee efforts has been the matter of suggestions. It happens that this company has had a suggestion plan in operation for a great many years and it already had an active suggestion committee. But the War Production Drive Committee had, nonetheless, the feeling that more suggestions could be stimulated and steps were taken to insure that the suggestion committee was kept operating effectively and that from time to time new blood was added, and the Production Drive Committee then proceeded to use its endeavors to stimulate suggestions. The value of the suggestions which have been coming in of late, many of them unquestionably stimulated by the work of the War Production Drive Committee, is illustrated by the fact that in the last few months there have been five or six awards of upwards of $1,000 each.

Like many manufacturing companies doing a large amount of war work, our organization has been tremendously expanded in the last 20 months. Many of the new employees come in inspired by highly patriotic ideas of being of service to their country in this time of stress, but in the case of many others that motive is unquestionably subordinate to that of seizing the opportunity to obtain more money quickly than it has ever been possible for them to obtain before. In any event the new employees do not know this company or its management and in most instances the attitude and actions of employees are based in large measure on what they know about the company which employs them and about the individuals who constitute its management. Our War Production Drive Committee has in no small part served to meet situations arising because of the fact that our newcomers did not have the same acquaintance with the organization and its management as did the oldtimers.

I am not implying that the committee in any degree took the place of the union, for matters as to which the union properly functions are discussed with management in the usual way and outside the meetings of the War Production Drive Committee. But at the same time the employee members of the War Production Drive Committee have often been and undoubtedly will continue to be helpful in presenting employee viewpoints on problems of various kinds that have been discussed in the War Production Drive Committee meetings.

Again we repeat that we have felt the committee very helpful to us.

W. M. ANGLE,
President.

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SUBMARINE SIGNAL CO.,
BOSTON, MASS.

Our Labor-Management Committee has successfully functioned as a Suggestion Committee, and we have received some excellent suggestions, a large number that were average, and some that were useless. It has been a guiding factor in our Blood Donor Unit and Gasoline Committee. These two latter committees have been very active and have enjoyed great success. Recently the question of absenteeism has been studied by the Labor-Management Committee and they are now working on that problem. We have never had a serious absentee problem until the present, and we feel that they will be of great assistance in this matter.

We feel that this committee, which consists of an engineer, a general foreman and two representatives of labor,

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will be of value: First—both the management members and the labor members must truly speak for management and for labor. The easiest way to "hamstring" a committee is to have its recommendations continuously reversed by either top management or the executives of the union. They must operate with the confidence and delegated responsibility necessary for effective results. Secondly—as a committee, they must never concern themselves with grievances, rate structures, or other matters which rightfully belong within the regularly constituted bargaining structure of the organization.

If the mutual desire for doing a real war job is present, a well-constituted committee can accomplish much of benefit to the war effort, to the union, and to the management of the company.

ELBERT E. HUSTED,
President.

TRICO PRODUCTS CORPORATION,
BUFFALO, N. Y.

We are extremely glad to report that the efforts of this committee have been productive of very definite improvement in morale, as well as in speed-up of production. Through the committee, suggestions on the elimination of scrap have already been placed in effect and are showing remarkable results.

G. Z. SPENCER,
Chairman, Labor-Management Committee.

TUBE TURNS, INC.,
LOUISVILLE, KY.

This is a brief, factual, over-all picture of Tube Turns' War Production Committee, which has been in operation since April 16, 1942.

Our plant manager, Mr. Norman C. Dooley, declares that the committee's aggressive leadership and cooperation played a major part in a series of production feats which won for us Kentucky's first Army-Navy "E," the Middle West's first Maritime "M" and Victory Fleet flags—and has resulted in our being the only war plant in the Bluegrass and among the comparatively small number in the Nation to win every award offered for home front patriotism.

The committee has also been responsible, Mr. Dooley feels, for hundreds of effective suggestions turned in by employees, many of which have been the subject of articles in technical magazines; a sharp reduction in absenteeism; conserving material, and in establishing such pleasant and agreeable relations between employees and management that we have had no work stoppages.

Our new 1943–44 War Production Committee has just taken office. I am enclosing an issue of our house organ, The Commando, which you may find of interest, since it tells of the new committeemen's pledges.

W. T. OWENS.

UNITED WIRE & SUPPLY CORPORATION,
PROVIDENCE, R. I.

In reply to your inquiry dated August 30, regarding our Labor-Management Committee, we are glad to report that this committee has accomplished many things since its organization.

The greatest accomplishment of this committee is the assistance and cooperation it gave in the establishment of a Wage Incentive Plan that has increased production per man-hour appreciably, and also improved morale by making it possible for all workers to increase earnings by increased effort.

The greatest advantage, from a management's point of view, is that P. D. C. gives management the opportunity to keep its personnel informed on matters pertaining to the operation of our facilities.

There are many other small achievements credited to this committee, such as lunch hour entertainment programs, safety work and plant protection accomplishments, much of which are intangible, but, nevertheless, valuable in management's opinion.

F. J. DEBISSCHOP,
General Manager.

UTAH RADIO PRODUCTS CO.,
CHICAGO, ILL.

We appreciate thoroughly that the value of a Labor-Management Committee depends on its recognition on the part of all the workers, and we have leaned over backwards to insure that our labor representatives are chosen in the proper manner.

Incidentally, we should like to report that absenteeism in our plant has been curtailed tremendously through the committee's efforts, and on several occasions during the past month it has gone well below 3 percent which is considerably under both local and national averages.

If we can give you any further information concerning the work of this committee, we shall be glad to do so.

FRED R. TUERK,
President.

WESTINGHOUSE ELECTRIC & MANUFACTURING CO., PITTSBURGH, PA.

The fundamental underlying principle of that Labor-Management Committee work goes to the very heart of labor-management cooperation.

The committees provide an avenue for the free flow of ideas that are certain to prove helpful. It is their function to consider, recommend, advise, and act together on such items as they may agree will increase and improve production. They have to do—not with wages, hours, and working conditions—with ways and means for immediate increased production.

It is only human to seek higher wages. That is now done through the machinery of collective bargaining. If no business and no profits, it follows there are no wages. A more certain way to increase individual income and profits is to work toward the making of more and better motors and guns and ships and tanks through the functioning of Labor-Management Committees.

WILLIAM G. MARSHALL,
Vice President.

WESTON ELECTRICAL INSTRUMENT CORPORATION, NEWARK, N. J.

The Labor-Management War Production Drive Committee of the Weston Electrical Instrument Corporation has been in existence since March 1942. Originally a committee of 6, it has recently been increased to 8 men equally divided between labor and management, in addition to which about 50 other employees serve on subcommittees. The executive committee meets regularly every other Tuesday morning at 7:30; and the subcommittees meet at the call of their respective chairmen. The functions of the committees are as follows:

House organ.—A monthly publication, "The Victory Pointer," announces all war drives, brings messages from War Production Drive Headquarters, war news of local and national importance, OPA regulations; and publishes morale-building copy, such as letters from employees in the armed services.

We regard this as rather an outstanding publication among house organs; and are glad to enclose a copy for your information.

Bulletin boards.—Forty bulletin boards have been erected for the display of Government and local posters. The posters are rotated and changed twice weekly (except during a particular drive, such as the Third War Loan, when we feature all bond posters); and only War Production Drive material, announcements, etc., are placed on these boards.

Absence and safety.—This committee has been actively promulgating methods of combating absenteeism through publicity in "The Victory Pointer," poster displays, and talks over the public address system. This committee has not been too successful and is not satisfied with the results obtained. A careful study of the situation is now under way, in the hope that improved methods may be introduced.

Men-in-service.—This committee has distributed boxes in every department to collect money, which is used to send gifts

to employees in the armed services. This activity has been highly successful, not only toward contributing to the morale of our men and women in service, but also in contributing to the morale on the home front. Everyone takes a keen interest in the subject, and many volunteer their own time to be of service.

Roll of honor.—Each department has its own scroll; and it is the duty of this committee to keep these scrolls up to date.

Book collection.—During the book collection drive held in 1942, the Weston Book Committee led in Essex County, N. J., by the collection of more than 10,000 books for our armed services.

Idea box.—This committee has received about 375 different suggestions, many of which have been put to use throughout our plant. Awards of war bonds and stamps are made to those whose ideas are of a definite financial value; and all persons submitting an acceptable idea are awarded a Certificate of Merit for their thoughtfulness and cooperation. One employee has been awarded a National Certificate by the War Production Board, Washington, D. C., for his suggestion.

War bonds.—The award of a Minute Man Flag to our organization testifies to the work of this committee. This flag was received on Labor Day in 1942, which was just another working day for the Weston organization. The Second War Loan Drive produced over $120,000 (purchase price) for extra bonds; and the Third Loan Drive is now in progress. This committee has done an excellent job.

Scrap.—Since its inception this committee has been active in promoting the collection of scrap metal, rubber, and silk from the employees. The following major items were collected at the various entrances to the plant, and were brought from the employees' homes:

At the request of the Army Air Force Command, 250 pounds of silk and nylon were collected and sent to the Rome Air Depot, Rome, N. Y.

The rubber drive netted 918 pounds of scrap rubber.

In cooperation with the Paper and Twine Manufacturer Association, several cartons of keys were collected and turned over to the representatives of the association.

Scrap barrels for metal have been the means of collection of more than 11,000 pounds of scrap; and the proceeds from this item alone amounted to more than $250, which was turned over to the American Red Cross.

The buildings rented for expansion of production were inspected; and after consultation with the landlord a clean-up drive netted over 20 *tons* of metal.

In addition to collections from employees, this committee has sponsored the regular internal scrap drive from the manufacturing departments; and many tons of metal have been turned in that might otherwise have escaped attention.

Transportation.—The responsibilities of this group were so multiplied by the exigencies of war that a full-time chairman and secretary have been installed. Because of the accumulation of work, another full-time employee has been added as chairman of the Car Club Plan. With the approval of the local O. P. A. office, a Plant Area Rationing Board has recently been established. Each employee is asked to fill in a transportation questionnaire, and every effort is made to increase car clubbing, and to fill cars with riders. Over 1,000 cars are involved, with an average load of 3.6 riders per car.

This committee has performed in an outstanding manner, and as the result of the problems of transportation in this district has become an absolute necessity. It has received excellent cooperation, and no doubt has had a morale-building influence.

A recent addition is the "Know-Why" Committee, whose duty it will be to explain to the employees the products made at Weston's, and their individual contribution to such production.

On the whole, we regard the activities of the Labor-Management Committee as decidedly beneficial to our organization, and are planning to extend its usefulness and scope of operation in the immediate future. We believe it to be an activity which we shall wish to carry over into the post-war period.

E. F. Weston,
President.

THE WHITE MOTOR CO.
CLEVELAND, OHIO.

The White Motor Co. General War Production Drive Committee was organized immediately on the day following Mr. Donald Nelson's radio address, asking labor and management to get together as a unit to discuss and develop ways and means to further the war effort.

Labor and management are equally represented on the General War Production Drive Committee as well as on all subcommittees.

One of the first things the committee did was to arrange for the publication of a plant newspaper, The White Victory Reporter, which would keep all employees posted on our War Production Program.

Twelve subcommittees were appointed and each was given specific assignments to follow in investigating and making recommendations that would result in furthering the war effort.

The General Committee meetings are held every Wednesday morning, and at each weekly session, meets with one or more of the subcommittees. Through the discussion of its problems, the General Committee guides the work of the subcommittees and develops new assignments for them to undertake.

Suggestions submitted by employees are collected by the Suggestion Box Committee each week from the 18 suggestion boxes. These suggestions are discussed and assigned to the proper individuals for thorough investigation. Suggestions that are proved valuable are passed on to the jury of awards which determines the amount to be awarded in each case. A Certificate of Award, signed by the chairman and co-chairman of the General Committee, accompanies each initial award. Periodically, suggestions that were originally proven valuable are reviewed for additional awards.

To date, 1,411 suggestions have been received from the employees, and of this amount, 227 have proved valuable. Exceptionally good suggestions are sent to the War Production Board at Washington for further honors. So far five men have received national recognition for their suggestions from Washington.

Production Score Board Committee.—This committee designed and erected two production scoreboards for the purpose of providing a daily and weekly plant production performance record to the employees.

News Distribution Committee.—This committee was appointed to secure interesting and informative material for our bulletin boards and house organ for the interest of our employees. Although this committee has done fairly well in securing various types of material, they have experienced considerable trouble in obtaining the type of material that would be of the greatest interest to our employees * * * photographs of our vehicles such as Half-Tracs, Scout Cars, and Prime Movers in action.

Suggestion Box Committee.—This committee is responsible for erecting and maintaining suggestion boxes throughout the plant. The suggestions submitted through these boxes are collected by them and brought to the attention of the General War Production Drive Committee. Suggestion boxes are made of metal painted red, white, and blue. Suggestion poster boards are located at the top of suggestion boxes, on which inspirational suggestion posters are attached when available. Records of the number of suggestions removed from each box are also kept by this committee.

Salvage Committee.—This committee has performed an excellent job on its salvage drives. It was responsible for the creating of a new system of expediting the salvaging of obsolete dies, jigs, forms, patterns, and parts last spring when it became evident that the steel mills were going to need every piece of scrap metal in order to supply production needs.

Every Wednesday afternoon, this committee makes a survey of one or more de-

partments for the purpose of uncovering salvage material. Good housekeeping is also part of its program.

The Cleveland War Production Board has highly commended this committee for its effort and the results obtained in its scrap drives.

Rationing Committee.—The purpose of this committee for its effort and the results obtained in its scrap drives.

Rationing Committee.—The purpose of this committee is to aid the employees in fulfilling the obligations the different rationing restrictions placed upon them. This committee has proved very helpful to the different rationing boards by its splendid cooperation in conserving tires and gasoline.

Bulletin Board Committee.—The purpose of this committee is to erect, service, and maintain 45 bulletin boards and 20 literature racks through the plant and offices. With information secured through the News Distributing Committee, this group is able to keep all employees posted on the program's progress. Bulletin boards are changed weekly, sometimes oftener, depending on the amount of material received.

Bond Committee.—A Bond Committee was selected to further the sales of war bonds within the organization. Employees wishing to cancel their war bonds are first interviewed by this committee in the hope of changing the mind of the employee. So far, they have been very successful in keeping cancelations at a minimum.

Research and Improvement Committee.—To this group was delegated the task of exploring and recommending possible improvements in the care of tools, machines, and equipment. A survey was made by this committee to discover ways and means to reduce machine break-downs. This resulted in the cleaning of all machines and painting of all oil hole locations with red paint. In addition to this, signs were made and fastened to each machine to remind the operator how often the machine was to be oiled and the number of locations to be oiled.

In connection with the War Production Board's request for the conservation of oxygen, acetylene, and calcium carbide, this committee made a check on all welding equipment which resulted in the design of a new type shut-off wrench for oxygen and acetylene tanks.

This committee is continually making recommendations to improve manufacturing conditions throughout the plant.

Transportation Committee. — This committee was appointed to aid employees in securing adequate transportation, and to work out and put into operation, an effective, helpful Share-The-Ride program. This committee originated a zone map of greater Cleveland which helped them considerably in grouping car riders. This map also proved helpful to other Cleveland concerns in establishing a Share-The-Ride program.

Absentee Committee.—The purpose of this committee is to study the problem of absenteeism, to work out a program to keep absenteeism down to a minimum, and to supervise attendance records.

Chronic absentees are reminded of the seriousness of unnecessary absences by a letter written by the committee. If the employee continues to be a chronic absentee, a second letter is mailed.

As a last resort after an absentee has received two notices from the Absentee Committee and he still continues to be an offender, he is then brought before the divisional manager accompanied by the foreman and chief steward.

The divisional manager explains to the absentee the importance of his staying on the job and that any further inexcusable absences will result in his being turned over to the personnel department for the handling of his case. These interviews have aided in correcting many chronic absentees.

In each department attendance record boards are displayed giving the weekly and monthly percentage of employees on the job. A bird's-eye photograph of the department having the best monthly attendance record is also displayed on the bottom of these boards with their winning attendance percentage. An attendance honor banner is presented temporarily to the winning department.

The percentage of employees absent averages around 4%.

General Results

The War Production Drive has been instrumental in bringing labor and management close together. A feeling of greater confidence has been developed on each side and these regular gatherings around a conference table, with efforts concentrated towards a common cause, have provided a means of discussing problems and reacting agreeable decisions.

E. M. ELLESCH.

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THE WOLFE & MANN MANUFACTURING CO.,
BALTIMORE, MD.

We are particularly enthusiastic about the "Labor-Management Committee Production plan"; so much so, that we have had such a committee for the last 15 years and have found it most effective. Work on this committee has been most intensive during the last three years.

W. J. MANN, Jr.,
Vice President.

☆ ☆ ☆ ☆

WOODALL INDUSTRIES INC.,
DETROIT, MICH.

Your letter of August 30 addressed to Mr. Woodall has been referred to the writer for reply. Our Labor-Management Committee has been in operation approximately 1 year, and we are well satisfied with the results thus far.

The functions of our committee are definitely confined to sponsoring an employee suggestion system to increase production, and morale building programs such as noon-hour rallies, motion picture showing, bond drives, display posters, etc.

The suggestion program has shown most tangible results, and during the past year we have received over 1,000 suggestions, 18 percent of which have been adopted. These suggestions cover a wide range of subjects from time and material saving to improved employee relations. As yet we have had no outstanding suggestions which we feel would warrant a substantial cash award; however, we do feel that this phase of the program offers the greatest potential return, and our future program is definitely pointed toward the stimulation of the flow of these suggestions from our employees.

As to the results on employee morale, frankly we are unable to report any direct tangible benefits at this time.

C. B. JOHNSON,
Factory Manager.

☆ ☆ ☆ ☆

WORTH STEEL CO.,
CLAYMONT, DEL.

Our Labor-Management Committee was formulated in connection with the War Production Drive early last year and held its organization meeting on April 7, 1942. The General Committee consists of six representatives of labor and six representatives of management. Five subcommittees were appointed as follows: Production scoreboard, plant efficiency, sugestions, slogans, and bulletin boards and posters. During the first year the meetings were held every 2 weeks, but since March 2, 1943, the meetings have been held once a month because of the shortage of manpower which has prevented labor representatives from meeting more frequently. At that time the General Committee decided to have the representatives of both labor and management invite a different employee each meeting from their respective departments to attend the General Committee meetings. This was done for purpose of stimulating and maintaining interest in the meetings as well as increasing the number of suggestions and circulating among the employees in the plant, the constructive conversations at these meetings.

The Production Score Board Committee has erected large scoreboards in both our open-hearth and plate-mill departments. The information on these boards is brought up to date each day and shows the operations of these departments during the entire month.

The Plant Efficiency Committee brings to the meeting any suggestions relating to increased efficiency which come to the attention of the members during the month. Visiting employees are also invited to participate in all of these discussions.

Since 1929 we have had in operation a Suggestion System consisting of suggestion cabinets, blanks, and awards, and this system continues to operate in conjunction with the War Production Drive. Among the suggestions we have received some for minor improvements in operations.

We offer two $5 war savings stamps to the originator of slogans. We use a numbered slogan blank with coupon attached but no signature, and the employe submitting the slogan is unknown to the committee until after the winning number is posted.

It is, of course, the duty of the Bulletin Board and Poster Committee to see that bulletins, posters, and information folders are changed at frequent intervals to maintain interest in them.

We have had a salvage program in effect at this plant for a number of years. This plan was put on a more methodical basis early last year with the appointment of a General Chairman and Representatives from the various departments to see that all salvaged material is returned to the storeroom, where it is reclaimed and credit given to the proper department.

At the General Committee meetings, we have frequently discussed absenteeism and considered suggestions and plans for preventing it, as well as plans which have been tried out at other plants. We have talked to the men and tried to impress upon them their responsibility to their jobs and the war effort. Our absenteeism rate since last March has ranged from 3.9 to 6.2 percent, which I believe is about average for the steel industry.

E. H. WORTH,
President.

WORTHINGTON PUMP & MACHINERY CORPORATION, HARRISON, N. J.

Your request relative to the operation and accomplishment of our Labor-Management Committees at our different works is received, and I am pleased to write you concerning same.

About a year ago, when Mr. Nelson formally launched the proposal to organize within plants Labor-Management Committees, Worthington became immediately interested and forthwith set up Labor-Management Committees at its different works, and these have been functioning throughout that period and I can state that, in general, the Labor-Management Committees have conducted themselves in such a way as to warrant and receive the commendation of most employees.

Various subcommittees were established shortly after the inception of the Labor-Management Committees, and these also have functioned regularly and continually throughout the period. These committees have assisted management and supervision on many problems that have arisen during this critical war production period.

The subcommittee on absenteeism has carefully recorded and posted day by day the number of persons absent from the works, and this effort along with the combined effort of supervision has materially reduced our percentage of absenteeism.

A Suggestion System has been inaugurated, and since its inception the number of suggestions and the quality of suggestions has steadily increased. A number of awards have been made and we expect increased benefits from this effort.

Another subcommittee has had the responsibility of distributing and posting the posters, notices, and leaflets that are supplied to us from various sources.

The Transportation Committee has been effective both in arranging for riders and in handling the detail of gasoline ration, new tires, etc., which has had a beneficial effect on our attendance record, as only a few employees have found it necessary to take time off to attend to these details.

The most recent effort on the part of the committee is in connection with the Third War Loan. A rally was held the first day of the loan, which was, we believe, the most successful that any of us have had the privilege of attending. We feel that this has contributed greatly to the results so far in bond subscriptions.

In general we believe that the functioning of our Labor-Management Committee has been beneficial to the morale and has tended to develop cooperative understanding throughout the works.

H. C. BEAVER,
President.

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VALCO MANUFACTURING CO.,
CHICAGO, ILL.

It was the unanimous opinion of the committee that our efforts to date have brought about better shop conditions and at the same time in keeping with the War Production Program as our Productive efficiency is increasing.

ROBERT ENGELHARDT.

☆ ☆ ☆ ☆

VILTER MANUFACTURING CO.,
MILWAUKEE, WIS.

The ideas and suggestions from our committee, the four subcommittees and the cooperation of the employees are certainly a big factor in keeping up our schedule.

WILLIAM A. MOMBLOW.

☆ ☆ ☆ ☆

YORK CORPORATION,
YORK, PA.

I am in complete sympathy with the Labor-Management Committee idea in industry and I believe that our own committee has done a worthwhile job in the 15 months of its existence. Why there should be any reluctance on the part of management to at least try the plan I cannot understand.

I might add that in plants such as ours, where a wide variety of equipment is produced, it is extremely difficult to evaluate the effects of Labor-Management Committee effort on production. Despite that fact, I feel that our committee has accomplished much, both in production and in many other ways. To my way of thinking the Labor-Management Committee idea is like advertising. Results are in many cases intangible. You have to have faith in it and "keep everlastingly at it."

S. E. LAUER,
President.

M'NUTT EXTENDS AUTO LABOR POLICY

With Nelson He Acts to Prevent the Unnecessary Shifting of Industry's Workers

JOB TRANSFERS FIXED

Committee of Educators Named to Aid in Use of Colleges for Military Training

Special to THE NEW YORK TIMES.

WASHINGTON, Dec. 30—In a move to prevent unnecessary shifting of workers, Paul V. McNutt, Chairman of the War Manpower Commission, and Donald M. Nelson, Chairman of the War Production Board, today extended the provisions of the government's labor policy for the automotive industry.

The action provides that transferred workers who have developed higher skills will remain at their new jobs and continue to accumulate seniority rights with their individual employers unless or until they are recalled to essential war jobs in which their new skills will be used. This policy is to remain effective throughout the industry.

The two officials in a telegram to the representatives of labor and management in the automobile and automobile parts industry reaffirmed and extended until further notice the transfer policy which had been originally announced after conferences with labor and management by Sidney Hillman, Associate Director of the Office of Production Management, on Sept. 17, 1941. This was amended on June 18, 1942, by a joint statement of Messrs. McNutt and Nelson.

Area Conditions Are Fixed

The original agreement provided the conditions under which men transferred from plants shut down for conversion could be recalled. Seniority rights were protected.

If the provisions of any area agreement are not equivalent to those of the government's policy the requirements of the national automobile industry transfer policy continue in force. The Detroit area is an example of a locality where the national policy will govern.

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A plan proposed for funneling all hiring of war industry labor through the United States Employment Service or through management and labor hiring halls approved by the WMC was discussed by the Manpower Commission's labor-management policy committee.

Chooses Education Group

Chairman McNutt announced the appointment of a committee to aid in the selection of universities and colleges to be used for specialized training for the armed services and in devising rules and regulations for such training.

Members of the committee include :

Owen D. Young, acting chairman of the board of General Electric Company; O. C. Carmichael, president of Vanderbilt University; James B. Conant, president of Harvard University; Clarence A. Dykstra, president of the University of Wisconsin; F. D. Patterson, president of Tuskegee Institute; Robert G. Sproul, president of the University of California; E. V. Stanford, president of Villanova College; William P. Tolley, president of Syracuse University; Wiley Rutledge, associate justice of the United States Court of Appeals for the District of Columbia, and Edmund E. Day, president of Cornell.

The committee met today and discussed policies, rules and regulations.

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ADVANCE RELEASE

Committees

ADVANCE RELEASE: FOR MONDAY MORNING PAPERS, OCTOBER 19, 1942

OFFICE OF WAR INFORMATION
WAR MANPOWER COMMISSION

PM-4044

Acting on the recommendation of the Women's Advisory Committee, Chairman Paul V. McNutt of the War Manpower Commission today issued a statement of policy calling for intensified recruitment and training of women workers on a voluntary basis in all phases of war production and essential civilian activities.

The policy, which lays down basic national standards for the induction of women into the labor market, was approved by the Commission and also by its National Management-Labor Policy Committee.

Salient points in the statement are that management and labor organizations should remove all barriers against the employment of women in any occupations for which they are or can be fitted, and that women be admitted on a basis of equality with men to all forms of training. Due regard is to be given however, to the individual's qualifications for work, the physical requirements of occupations, and to working conditions. Included are on-the-job training in plants, and upgrading, with free access to foremen's, supervisory, and technical jobs.

Employers are asked to analyze all jobs in their plants, at once, to determine which can be filled by women and to prepare for employing the largest possible number.

Mr. McNutt said that plans for implementing the policy now are underway. The Regional Manpower Directors and the 10 newly appointed area directors are being instructed to give immediate attention to the program in areas of labor shortage. Special local womanpower campaigns, such as those recently undertaken in Detroit and Baltimore under Manpower Commission auspices, are being studied carefully, he said, to determine the best methods for recruiting new women workers and employing them successfully.

Pointing out that the need for women workers varies greatly from one community to another, with the demand concentrated in areas of labor scarcity, Mr. McNutt emphasized that womanpower programs must be planned carefully on a local basis to meet local needs. In this connection, the policy statement recommends that all-out recruiting of women should be undertaken in any locality only upon advice from the War Manpower Commission that a labor shortage exists or is imminent in the locality, and that additional women workers are required. Under those circumstances, the recommendation is that "all women able to accept employment register for employment or training with the nearest local office of the United States Employment Service."

Every effort is to be made, the policy states, to recruit and refer women, including older women, for jobs and training on the basis of their qualifications for an occupation, without discrimination because of race, national origin, or creed. Women are warned, however, not to leave their home communities to look for work or training elsewhere without first registering at their nearest U. S. Employment Office and finding out whether jobs or training are available in other localities.

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With regard to wage rates for women, the policy recommends the principle of equal pay for equal work, stating that wage rates "be determined on the basis of the work performed, irrespective of sex." It also recommends appropriate safeguards regarding hours of work for women, adequate meal and rest periods and facilities for medical care, health and safety. One day of rest in seven, an 8 hour shift and a maximum 48 hour week, except in case of emergency, are considered necessary to maximum production efficiency.

Employment of women with young children is not recommended until full use has been made of all other sources of local labor supply. Where this is necessary, either because of intense labor shortage or because the individual finds it necessary to work, the policy recommends that adequate community child-care programs be set up and that the work shift be adjusted so as to cause the least possible disruption of family life.

The full text of the Policy on Recruiting, Training and Employment of Women Workers is attached.

WAR MANPOWER COMMISSION

Policy on Recruitment, Training and Employment of Women Workers

The increase in our armed forces and the expansion of the war production program necessitate the maximum utilization of our labor resources. The present number of gainfully employed workers, both men and women, is inadequate to fill even the immediate requirements of the war production program. In many areas the lack of adequate housing and transportation facilities compels full use of the local labor supply. These considerations require that substantially increased numbers of women be employed in gainful occupations in war production and essential civilian employment, especially in areas of labor scarcity. The recruitment and training of women workers must be greatly expanded and intensified. In carrying out this program for the utilization of women workers, normal family life should be preserved and maintained to the maximum extent consistent with all-out production. The active cooperation of Government agencies, educational institutions, management, labor, and women able to accept employment is essential.

To promote the rapid and orderly induction of women into the labor market and to insure their subsequent employment and training opportunities, the War Manpower Commission hereby declares as basic national policies for the recruitment, referral, training and employment of women that:

1. Recruitment and Referral of Women Workers

(a) Qualified women who are unemployed and who are registered in local offices of the United States Employment Service be referred to employment and training opportunities on a basis of equality with men, due regard being given to their qualifications for the available work, to the physical requirements of the occupations, and to working conditions;

(b) Women without children under 14 years of age be actively recruited for employment and training, but this principle shall not be construed to mean that women who are responsible for the care of young children and who desire work are to be deprived of an opportunity for training or employment;

(c) Special efforts to secure the employment of women with young children be deferred until all other sources of local labor supply have been exhausted in order that established family life will not be unnecessarily disrupted;

(d) In those areas in which industrial concentration and lack of housing, transportation, and other community facilities compels the fullest utilization of every labor resource in the locality, every effort be made to utilize fully, women qualified and able to contribute to war production or essential civilian employment before workers are recruited from outside the locality;

(e) Adequate facilities be provided for the care of the children of working mothers, which facilities should be developed as approved community projects and not under the auspices of individual employers or employer groups;

(f) Every effort be made to recruit and refer women, including older women, for employment or training on the basis of their qualification for an occupation without discrimination because of race, national origin or creed.

II. Training of Women Workers

(a) Where pre-employment training is desirable and employment opportunities are or will be available, women be referred to war production pre-employment training courses conducted by public vocational schools on a basis of equality with men; that is, on the basis of their qualification for the occupation in which training is offered, due consideration being given to the physical requirements of the occupation;

(b) Women be admitted on a basis of equality with men to enrollment in the Engineering, Science, and Management War Training Program conducted by colleges, universities, and technical schools in cooperation with the United States Office of Education;

(c) Women workers now employed be encouraged to enroll in supplementary war training courses conducted by public vocational schools, in order that a greater number of women may prepare themselves for additional responsibilities and for upgrading within the plant;

(d) Women participate equally with men in plant training programs. Such programs should include adequate induction training, on-the-job training, upgrading, training for women foremen and supervisors, and technical training.

III. Employment of Women Workers

(a) Management and labor organizations remove all barriers to the employment of women in any occupation for which they are or can be fitted;

(OVER)

(b) Every method available be utilized to assure that women workers be completely accepted as a part of the Nation's manpower needed for all-out production;

(c) In order to provide a basis for efficient selection of women for training and job assignment and to increase the number of women employed, management immediately analyze all occupations within the plant from the unskilled to the technical levels; determine the types of work that women could do; take steps to prepare the plant for the maximum employment of women; consult with its supervisory staff and representatives of its employees' labor organizations in order to promote acceptance of women as co-workers and to help new women employees adjust to their working environment; and periodically review practices and policies and make such additional adjustments as are necessary to obtain full utilization of women;

(d) Wage rates, including the entrance rate, be determined for all workers on the basis of the work performed, irrespective of sex;

(e) The following basic principles whether or not incorporated in State laws and regulations be applied and preserved in order to promote maximum production efficiency and to safeguard the health and welfare of women workers:

(1) One day of rest in seven;

(2) An 8-hour shift and a maximum 48-hour week, except to the extent that temporary exemptions under adequate safeguards are necessary to meet emergencies;

(3) Adequate meal and rest periods or time, and proper facilities therefor; adequate medical care and other safeguards for health and safety;

(f) Every reasonable effort be made to adjust assignments to shifts of women with young children, in such manner as will cause the least disruption in their family life.

IV. Women Able to Accept Employment

(a) Upon advice from a representative of the War Manpower Commission that additional women workers are required in their locality because of existing or imminent labor shortages, all women able to accept employment register for employment or training with the nearest local office of the United States Employment Service;

(b) Women interested in work outside their locality not leave their own community in search of work or training in another community without first

(1) registering for employment at the nearest local office of the United States Employment Service; and

(2) securing advice from such office that such work or training is available.

COPY

Robinson committee

CONFIDENTIAL

Recommendations sent by the Women's Advisory Committee, War Manpower Commission to Dr. Reeves of the National Resources Planning Board for incorporation in their report on Post-War Planning.

In this brief time given to formulate our suggestions we feel we can touch only on the most general terms on certain areas of interest which deeply concerns us as women. Since we have not seen the report, we shall assume that many of these considerations have been covered. But thinking as women and believing that the problems which revolve about the family unit and the community life in which the individual moves, are worker's particular concern, we as a committee of women wish to urge that major attention be given to a wide social program both in the transition period and in long time plans.

After the war great resources of manpower will be available and vast sums of money will be spent to transfer from a war to a peacetime economy. We believe that these resources should be utilized in a program which includes:

1. Expansion of health and nursing facilities.
2. Maternal benefits.
3. Better nutritional education and opportunity (free milk, hot lunches, etc. for school children).
4. Extension of education so that it be truly open to all.
5. Adult educational programs for men and women, demobilized from industry and the services, until they can be reabsorbed into employment.
6. Stimulation of education for young people where education was interrupted by war emergency.
7. Combination work and education programs like the CCC, possibly for girls as well as boys.

Any report which deals with plans for demobilization and adjustment after the war must be based on two assumptions:

1. That the system we have fought to save must be developed through the voice of all persons, men and women, in the determination of social change and social direction and;
2. That in order to achieve the hopes of a democratic society,

we must be able to train and utilize as fully as possible the skills, talents, and resources of all men and women.

The "problem of women" need not be considered apart from the problems of men, except:

1. In those cases where women's contribution are of especial importance and;

2. In those cases, where there is danger that women will not be given full opportunity for participation in social, intellectual and economic life.

It must be recognized that women are peculiarly fitted to assist in developing policies and programs affecting women, children, the family, and social institutions.

It is in the economic world that there is danger that women may not be given equal opportunities.

Many women will return to their homes; rough estimate of the number who will voluntarily choose to return may be made; but the Government and industry must not assume that all women can be treated as the reserve group during war only. Nor should those who wish to stay in the labor market be accused of taking men's jobs. The right of the individual woman to work must be recognized and provided for, just as the right of the individual man to work.

WOMEN WORKERS CALLED BY M'NUTT

Manpower Chief States Policy for Increase in Voluntary Recruiting and Training

PAY, HOUR STANDARDS SET

Meeting of Local Shortages of Labor Stressed—Safeguards for Home and Health

Special to THE NEW YORK TIMES.

WASHINGTON, Oct. 18 — Increased recruitment and training of women workers on a voluntary basis in every phase of war production and in civilian activities was urged today by Paul V. McNutt, chairman of the War Manpower Commission.

Acting upon the recommendation of the Women's Advisory Committee and with the approval of his commission and its national management labor committee, he issued a statement of policy laying down basic national standards for induction of women into the ranks of labor.

At the outset it was set forth that maangement and labor alike should remove all barriers against employment of women in any occupation for wihch they are or can be fitted, and that women be admitted on a basis of equality with men to all forms of training, including those leading to supervisory posts.

Suggestions to Employers

Employers were asked to analyze all jobs in their plants, to ascertain which could be filled by women and to prepare for employing the largest possible number.

"Every effort must be made to recruit and refer women, including older women, for employment or training on the basis of their qualification for an occupation without discrimination because of race, national origin or creed," the statement added.

"Wage rates, including the entrance rate, should be determined for all workers on the basis of the work performed, irrespective of sex."

Safeguards were asked respecting hours of work for women, adequate meal and rest periods and facilities for medical care, health and safety. One day of rest in seven, an eight-hour shift and a maximum forty-eight-hour week, except in emergencies, were held necessary for efficient maximum production.

Attention to Regional Needs

Noting that the demand for women workers varied greatly as to community, with the demand concentrated in areas of labor scar- [illegible] emphasized

Group Named to Study Problems Of Women Working in War Plants

Kathryn Starbuck of Skidmore Heads Committee of Advisers Appointed by Frieda S. Miller, State Industrial Commissioner

A commission of women leaders of labor, management, education and civic affairs has been appointed by State Industrial Commissioner Frieda S. Miller to advise her concerning the growing problems of women in war industry, it was announced yesterday.

Miss Kathryn Starbuck, secretary of Skidmore College, has been named chairman of the commission, which will hold its organization meeting at the State Office Building, 80 Center Street, tomorrow.

"The shift in the employment status of women, its consequence for their personal lives, their families, the organization of industry, are just beginning to realize," Miss Miller commented. The demands that war production was making on working women, she said, "are likely to have far-reaching effects for the future industrial, economic and social relationships of our State."

The duty of the new commission will be to advise the commissioner on necessary changes in legislation protecting working women during the war and setting, at least generally, peacetime standards for after the war.

Besides Miss Starbuck the members of the commission are:

Mrs. Dorothy J. Bellanca, New York, vice president of the Amalgamated Clothing Workers of America.

Miss Ruth P. Chapin, Buffalo, vice president and personnel director, William Hengerer Company.

Mrs. Betty Hawley Donnelly, executive secretary, Advisory Board on Vocational Education, New York City Board of Education.

Miss Mary E. Dreier, New York, member national board, Young Women's Christian Association.

Mrs. Elinore M. Herrick, New York, director of personnel and labor relations, Todd Shipyards Corporation.

Miss Dorothy Kenyon, New York, former Municipal Court justice.

Miss Mabel Leslie, New York, member, New York State Board of Mediation.



Miss Kathryn H. Starbuck
Josef Schiff

Miss Pauline Mandigo, New York, president, Phoenix News Publicity Bureau.

Miss Pauline M. Newman, New York, educational director, Union Health Center, International Ladies' Garment Workers Union.

Miss Kate Papert, director, Division of Women in Industry and Minimum Wage, New York State Department of Labor.

Mrs. Ogden Reid, New York, vice president, New York Herald Tribune.

Mrs. Mabel K. Staupers, New York, executive director, National Association of Colored Graduate Nurses.

Mrs. Beulah Bailey Thull, Albany, research assistant to president of State Tax Comission.

Mrs. Harry C. Webb, Syracuse, vice president, New York League of Women Voters.

Miss Katherine Woodruff, Oneonta, manager of the Oneonta office, United States Employment Service.

Miss Ruth Young, Brooklyn, director of membership activities, United Electrical, Radio and Machine Workers of America.

Mrs. Emily B. Weber, New York, secretary of the commission.

The BEAUTY QUEST

By MARTHA PARKER

Revocation last week of the WPB cosmetic order, L-171, is not an invitation to the feminine public to squander its beauty products. Valuable materials and still more valuable man-hours that go into their making will continue to be strictly limited. The new ruling emphasizes the folly of coating one's self extravagantly with these substances only to emerge less lo[illegible] than before. The government shaped with this in mind. If a woman's eyes are her most striking feature she is advised to study their "motif" (whether it is an uptilted, straight stroke or an even crescent or a reverse curve) and accent her mouth and brows and even her hair style to repeat this line.

As for the actual proportions of the face, a noted photographer finds that the most satisfactory

city, the statement emphasized that woman power programs must be carefully planned on a local basis to meet local neds.

It was recommended that all-out recruiting of women should be undertaken in a locality only upon advice from the Manpower Commission that a labor shortage existed or was imminent there and that more women workers were needed.

Women were cautioned against leaving their home towns to seek work or training elsewhere without first registering at the nearest United States Employment Office and ascertaining whether jobs or training were available.

Employment of women with young children was not recommended until full use had been made of all other sources of local labor supply.

Where such employment became necessary because of an intense labor shortage or because the individual found it necessary to work, the policy statement suggested establishment of an adequate community child-care program and adjustment of the work shift to cause the least possible dissruption of family life.

Call For Full Resources

"The increase in our armed forces and the expansion of the war production program necessitate the maximum utilization of our labor resources," the statement explained.

"The present number of gainfully employed workers, both men and women, is inadequate to fill even the immediate requirements of the war production program.

"In many areas the lack of adequate housing and transportation facilities compels full use of the local labor supply. These considerations require that substantially increased numbers of women be employed in gainful occupations in war production and essential civilian employment, especially in areas of labor scarcity.

"The recruitment and training of women workers must be greatly expanded and intensified. In carrying out this program for the utilization of women workers, normal family life should be presedved and maintained to the maximum extent consistent with all-out production.

"The active cooperation of government agencies, educational institutions, management, labor and women able to accept employment is essential."

Wife Wins Tug for Scrap

CHICAGO — "Scrapnapping" caught up with Ben Major, who promised to give his iron shower stall to the scrap pile of Calumet High School, where he teaches history. But his wife, Iola, had promised the stall to the scrap pile of South Shore High School, where she teaches history. Said Major to his wife, as if he had settled the problem: "It's too heavy for you to carry." While he was away, however, a squad of his wife's husky students carried off the stall.

Committees

Women Urging Strategy Board

Groups in War Work Complain Of Want of Direction by Government Agencies

NYT 10-6-42

By ADELAIDE HANDY

A war strategy board composed of organization leaders to coordinate the activities of millions of women is in the offing. It has been impelled, executives explain, by increasing dissatisfaction over lack of focus and direction from Washington on both consumer problems and the use of woman power in the war program.

Unrest has been generated over various angles of these main themes with specific instances mentioned by various officials.

They are tired, they report, of being summoned to Washington as often as three times weekly for meetings on topics that could just as well be handled by letter.

They are frustrated by being overwhelmed with literature on one theme — such as salvage — when there are other things as well on which they could be working. Spokesmen note, "first they drowned us with vitamins, and we couldn't find out about anything else in the war program. Now it seems there is nothing to work on but salvage to win the war."

They approved the appointment of Miss Margaret Hickey's committee to the Manpower Commission, but they are disillusioned by the realization that it is to be advisory only. They want working representatives on policy-making boards.

It was not mere feminine whimsy that prompted the American Association of University Women and the National Council of Women to make almost simultaneous appeals to Leon Henderson last week. They are seeking a consumer program which will enable women to realize the economies and conservation measures demanded by the war program.

Press Consumer Information

These groups advocate informative labels by which buyers may judge the serviceability and practicality of goods being purchased. They want women appointed to and given authority in the OPA —qualified persons who will give sound and effective voice to real consumer needs.

This week OPA will be made more than ever aware of the general sentiment supporting these

Committee

Wash Star Sept 22, 1942

Woman Consultant Named by McNutt on Replacement of Men

Miss Sara Southall To Help in Meeting War Industry Needs

Appointment of Miss Sara Southall of Chicago as consultant on replacing men in industry with women in the War Manpower Commission's division of operations was announced today by Chairman Paul V. McNutt.

Miss Southall, who has been a member of the personnel relations staff of the International Harvester Co. in Chicago for 21 years, will report to Brig. Gen. Frank J. McSherry, director of the division of operations, and will work with Miss Thelma McKelvey, a member of the WMC staff, on all matters concerning the use of women in the war effort.

The appointment of Miss Southall comes three weeks after the naming of the Woman's Policy Committee of the WMC, an advisory, non-administrative body of 12 women.

Mr. McNutt explained that in adding a woman consultant to Gen. McSherry's staff he had in mind the replacement of hundreds of men who will be shifted to the armed forces or to other war industry jobs. Miss Southall, he said, has had long experience in handling the problems of women in business.

For several months, Miss Southall has been serving as a consultant in Chicago on the employment problems of colored persons and other groups. A graduate of Vanderbilt University, Nashville, Tenn., Miss Southall served on the Chicago Advisory Committee for Federal Services. She also was chairman of industrial affairs at the Chicago YWCA.

Miss Southall already has arrived in Washington to assume her duties.

This week OPA will be made more than ever aware of the general sentiment supporting these proposals, when supplementary requests in identical vein arrive from the Young Women's Christian Association, the National Council of Jewish Women and the Women's Trade Union League. Should official action be delayed, a joint demand in the form of a petition signed by these and other national groups is already being prepared.

As this campaign gathers momentum it focuses attention on two spearheads aimed at mobilization of women's forces. One is the National Council of Women, the other the Y. W. C. A.

The Y. W. C. A., after affiliating with the Women's Trade Union League and the National Federation of Business and Professional Women's Clubs last June, has concentrated on the overall problem of bringing about the most effective utilization of feminine skills in industry, office, hospital and laboratory.

These groups agree that programs of women's organizations must be cleared and their activities integrated into a sure-fire plan of action. Washington officials have shown little interest in such an undertaking, and such gestures as have been made have been unsatisfactory.

Conference Plan Fades Out

The most frequently cited complaint was on a large conference called in the Summer by the OPA to arrange regional discussions between OPA representatives and women's groups. The plan agreed upon has not materialized. Miss Ruth Ayers is praised by these groups for her repeated efforts to bring about the changes they propose, but it is agreed that the initiative of organization leaders is needed to support her efforts.

This leads to the second problem. Information available to these groups from the capital is inadequate. Some clearing house system must be established through which women can readily get necessary educational material and be in close touch with war needs. Representatives report that whereas the Office of Civilian Defense showed promise at first of performing this service its activities in this line are diminishing.

Major steps toward a central council will be taken during the next few weeks by both the Y. W. C. A. and the National Council of Women. The Y. W. C. A., with the National Business and Professional Women, and the Women's Trade Union League, will present the findings of their joint discussions to Miss Hickey. The National Council will bring together ten national organizations, in addition to the twenty which it represents, to point up a unified plan.

Wash. Post clipping, 9/5/42 Patricia Roberts's Files MTR

WOMEN'S POLICY COMMITTEE

War Manpower Commission

Committee Chairman*
Margaret A. Hickey, Vice President
National Federation of Business & Professional Women's Clubs

Other members:

Mrs. Harris T. Baldwin, 4428 Volta Place, N.W., Wash., D.C.
Vice Pres., National League of Women Voters

Mrs. Lowell Hobart
Past President, American Legion Auxiliary

Mrs. Dorothy Bellanca
Amalgamated Clothing Workers of America

Jenny Matyas
International Ladies' Garment Workers Union

Bess Bloodworth
Personnel, Brooklyn, N.Y.

Mrs. Beatrice Gould, Editor
Ladies Home Journal

Mrs. Blanche M. Ralston
former WPA supervisor, Mississippi

Mrs. Sadie Orr Dunbar, Portland, Oregon.
Prominent club leader

Mrs. Gladys Talbott Edwards
Farmers Union, Jamestown, N. Dak.

Mrs. Maudell Bousfield
High School principal, Chicago

Ruth Allen, University of Texas

mailing list

NGTON POST: SATURDAY, SEPTEMBER 5, 1942

McNutt Says 18 Million Women Must Be Working by 1944

By Christine Sadler

Post Staff Writer

Manpower Commissioner Paul V. McNutt yesterday declared at least 18 million women must be recruited and gainfully employed by the end of 1943, and created a Women's Policy Committee of 12 members to help him mobilize them for the war effort.

He will utilize the committee in determining whether a compulsory Nation-wide registration of womanpower should be asked and later—if the need arises—in working out details of a womanpower draft.

Margaret A. Hickey, vice president of the large National Federation of Business and Professional Women's Clubs, was named committee chairman. Other members are Mrs. Harris T. Baldwin, 4428 Volta Place Northwest, vice president of the National League of Women Voters; Mrs. Lowell Hobart, past president of the American Legion Auxiliary; Mrs. Dorothy Bellanca, Amalgamated Clothing Workers of America; Jenny Matyas, International Ladies' Garment Workers Union; Bess Bloodworth, personnel, Brooklyn, N. Y.; Mrs. Beatrice Gould, editor of the Ladies' Home Journal; Mrs. Blanche M. Ralston, former WPA supervisor, Mississipoi; Mrs. Sadie Orr Dunbar, prominent club leader, Portland, Oreg.; Mrs. Gladys Talbott Edwards, Farmers Union, Jamestown, N. Dak.; Mrs. Maudell Bousfield, high school principal, Chicago; Ruth Allen, University of Texas.

"Increasing participation of women in our all-out-war production effort is essential to its success," Commissioner McNutt said. "War Production alone employed about 1,500,000 women last December.

"This figure will jump to 4,500,000 by December, 1942, and will climb to six million by the end of 1943. By then, women will represent at least 30 per cent of the labor force employed in war production.

"Over 18 million women must be gainfully employed by the end of 1943."

This means that five million women must be added to the total number now employed. One out of every six women over 18 years of age not now in the labor force will be needed, he said. One out of every four housewives between the ages of 18 and 44, possibly one out of every three, must be employed by the end of 1943, he declared.

In addition to recruiting, the mobilizers must consider establishment of training program vast enough to meet the needs of expanding production and of plants whose men are being called away to war.

Representative Baldwin (Republican) of New York last winter introduced a bill calling for registration of women—but War Production Board and Women's Bureau leaders said time for registration on a Nation-wide scale had not arrived. Mary Anderson, director of the Women's Bureau, said recently the "time is very near."

X-3267

OFFICE OF WAR INFORMATION

WAR MANPOWER COMMISSION

For Immediate Release
Friday, September 4, 1942

N-132

Mrs. Maudelle Bousfield, Principal of the Wendell Phillips High School in Chicago, has been appointed to the newly-created Women's Policy Committee to aid in mobilizing women workers for the war effort, War Manpower Commission Chairman Paul V. McNutt announced today.

The new committee, Mr. McNutt explained, will consider questions of important policy concerning the Commission's program for recruiting and training women workers, and will submit its recommendations to the Chairman of the Commission. It will also work closely with the Commission's Management-Labor Policy Committee, a group which includes equal representation for industry and labor, and advises the Chairman on matters of manpower policy.

Twelve prominent women, long identified with labor, industry, or public activities, comprise the Women's Policy Committee.

Miss Margaret A. Hickey, of St. Louis, Missouri, has been named Chairman by Mr. McNutt. Miss Hickey is the owner and director of Miss Hickey's School for Secretaries in St. Louis. She is also vice-president of the National Federation of Business and Professional Women's Clubs.

Other members of the Committee are: Miss Dorothy Bellanca, Amalgamated Clothing Workers of America, New York, N. Y.; Miss Jenny Matyas, International Ladies Garment Workers Union, San Francisco, Calif.; Miss Bess Bloodworth, Vice President in Charge of Personnel, Namm Store, Brooklyn, N. Y.; Mrs. Harris T. Baldwin, Vice President, National League of Women Voters, Washington, D. C.; Mrs. Lewell Hobart, Past National President, American Legion Auxiliary, Cincinnati, O.; Mrs. Batrice Gould, Editor, Ladies' Home Journal, Philadelphia, Pa.; Mrs. Blanche M. Ralston, until recently regional supervisor of service programs for Region III of the Work Projects Administration, Coahoma, Miss.; Mrs. Sadie Orr Dunbar, Director, Oregon Tuberculosis Association, Portland, Ore.; Mrs. Gladys Talbott Edwards, Director, Junior Department, Farmers Union, Jamestown, N. D., and Miss Ruth Allen, University of Texas, Austin, Texas.

Miss Hickey, as Chairman of the Women's Policy Committee, will participate in the discussions of the Management-Labor Policy Committee, or she may designate a representative for this purpose.

Mr. McNutt announced that women will be given increasing opportunities to help work out the Commission's programs bearing upon the use of women workers in the war effort. He said that women are already being utilized in many of the planning and operating divisions of the Commission, and more will be appointed.

"Increasing participation of Women in our all-out-war production effort," Mr. McNutt said, "is essential to its success. War production alone employed about 1,400,000 women last December. This figure will jump to 4,500,000 by December 1942, and will climb to 6,000,000 by the end of 1943. By then, women will represent at least 30 percent of the labor force employed in war production.

(over)

"Over 18,000,000 women must be gainfully employed by the end of 1943, so 5,000,000 women must be added to the total number of women now employed. This means that one out of every six women over 18 years of age-that are not now in the labor force-will be needed, and one out of every four housewives - perhaps out of every three -- between the ages of 18 and 44 will be employed."

~~Hyman Bendiner~~ Phelps, Goodwin Robinson's Files

X-3250 PM-3911

OFFICE OF WAR INFORMATION 9/2/42

WAR MANPOWER COMMISSION

For Immediate Release
Friday, Sept. 4, 1942

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Other members of the Committee are: Mrs. Dorothy Bellanca, Amalgamated Clothing Workers of America, New York, N. Y.; Miss Jenny Matyas, International Ladies Garment Workers Union, San Francisco, Calif.; Miss Bess Bloodworth, Vice President in Charge of Personnel, Namm Store, Brooklyn, N. Y.; Mrs. Harris T. Baldwin, Vice President, National League of Women Voters, Washington, D. C.; Mrs. Lewell Hobart, Past National President, American Legion Auxiliary, Cincinnati, O.; Mrs. Beatrice Gould, Editor, Ladies' Home Journal, Philadelphia, Pa.; Mrs. Blanche M. Ralston, until recently regional supervisor of service programs for Region III of the Work Projects Administration, Coahoma, Miss.; Mrs. Sadie Orr Dunbar, Director, Oregon Tuberculosis Association, Portland, Ore.; Mrs. Gladys Talbott Edwards, Director, Junior Department, Farmers Union, Jamestown, N. D.; Mrs. Maudelle Bousfield, Principal, Wendell Phillips High School, Chicago, Ill.; Miss Ruth Allen, University of Texas, Austin, Texas.

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41332

ADVANCE RELEASE

committee

ADVANCE RELEASE: For TUESDAY MORNING Papers, June 9, 1942 PM-3584

WAR MANPOWER COMMISSION

The Management-Labor Policy Committee of the War Manpower Commission, to be composed of seven national labor leaders and seven leaders of war production and transportation management, was set up today by Commission Chairman Paul V. McNutt.

The Manpower Policy Committee will hold its first meeting today (Tuesday), to discuss basic policies and immediate problems. Meetings are planned to be held weekly, on Tuesdays. The Commission meets on Wednesdays.

Chairman McNutt announced that the Policy Committee, as well as the Commission itself, would be consulted on all major questions.

The committee was created by Order No. 1 issued by Mr. McNutt as Chairman of the Commission.

The order authorizes the committee "to consider and recommend to the Chairman, matters of major policy concerning the activities and responsibilities of the Commission."

The order also directs the Committee to make studies on its own motion, and to initiate the formulation of manpower policies, in addition to considering policies referred to it by the Chairman.

One representative of railroad labor and one of railroad management, as well as three CIO and three AFL officials, plus six war production management executives, will make up the committee.

"The War Manpower Commission has been directed by the President to assure the most effective mobilization and maximum utilization of the Nation's manpower to figh this war," Mr. McNutt said.

"We are starting out by enlisting the leaders of labor and of business management. They will not only aid and assist us, they will also guide us.

"The Manpower Policy Committee is charged with considering and recommending policies, and also to initiate policies. Its recommendations will have great weight in determining the fateful steps we shall take."

Those who thus far have accepted membership on the policy committee, and their organizations, are:

Representing Management

R. Conrad Cooper
Assistant Vice President
Wheeling Steel Corporation
Wheeling, West Virginia

H. A. Enochs
Chief of Personnel
The Pennsylvania Railroad Co.
Broad Street Station Building
Philadelphia, Pennsylvania

Representing Labor

AFL.
Frank P. Fenton, Director
of Organization, AFL
Washington, D. C.

John P. Frey, President
Metal Trades Department, AFL
Washington, D. C.

(OVER)

R. E. Gillmor, President
Sperry Gyroscope Co., Inc.
Brooklyn, New York

R. Randall Irwin
Director, Industrial Relations
Lockheed Aircraft Corporation
Burbank, California

C. J. Whipple
President
Hibbard, Spencer, Bartlett & Co.
Chicago, Illinois

George Masterton, President
United Association of Journeymen
Plumbers and Steamfitters, AFL
Washington, D. C.

CIO
Clinton S. Golden
Assistant to the President
United Steel Workers of America, CIO

John Green, President
Industrial Union of Marine and
Shipbuilding Workers of America, CIO
Camden, New Jersey

Walter P. Reuther, Member of
International Executive Board
United Automobile, Aircraft and
Agricultural Implement Workers of
America, CIO
Detroit, Michigan

Committee

WAR MANPOWER COMMISSION PM-3605

For Immediate Release
Tuesday, June 9, 1942

War Manpower Commission Chairman Paul V. McNutt was requested today in a resolution adopted by the Commission's Labor-Management Policy Committee to "impress upon the Bureau of the Budget and the Congress their responsibility to provide means for the harvesting of food and other agricultural production for our armed forces, our allies and our civilian population."

The Committee's resolution stated that if such appropriations are not promptly provided, President Roosevelt should be requested to allocate the necessary money out of his emergency funds.

The resolution was adopted at the first formal meeting of the committee which is composed of seven labor leaders and seven management leaders. The committee discussed various policies on which the Manpower Commission is preparing to issue directives.

The farm labor resolution asserted that "the inability of existing government agencies to recruit and place agricultural labor in an orderly manner is resulting in the proposal of plans for the importation of alien labor by private contractors.

The two operating agencies functioning in recruitment and placement of agricultural workers are the U. S. Employment Service and the Farm Security Administration.

Discussion brought out that this year's farm program calls for considerable increase in production of many foods and fibers, the cultivation and harvesting of which will require many more farm workers than are now available in some agricultural areas.

WAR MANPOWER COMMISSION

For Immediate Release
Tuesday, May 5, 1942 PM-3178

Paul V. McNutt, Chairman of the War Manpower Commission, today announced appointment of the two ranking officers of the Commission, effective immediately. They are:

Fowler V. Harper, Deputy Chairman.

Arthur J. Altmeyer, Executive Officer.

The members of the nine-man commission representing the Government agencies chiefly concerned in war labor supply and training were announced by the White House April 27. Chairman McNutt is calling the first meeting of the Commission for May 6. The Commission will have its main offices in the New Social Security Building.

The Committee members and the agencies they represent follow:

Paul V. McNutt (Chairman), Federal Security Agency.
Goldthwaite H. Dorr, War Department.
James V. Forrestal, Navy Department.
Claude R. Wickard, Agriculture Department.
Frances Perkins, Labor Department.
Donald M. Nelson, War Production Board.
Wendell Lund, Labor Production Division, War Production Board.
Lewis B. Hershey, Selective Service System.
Arthur S. Flemming, Civil Service Commission.

Mr. Harper, a native of Ohio and 44 years old, is a professor of Law at Indiana University. He served as General Counsel, Federal Security Agency, in 1939--40, and has taught law at the Universities of North Dakota, Oregon, Texas and Louisiana. He is well known in the field of legal scholarship as the author of numerous books on torts and other subjects. He was educated at Dennison University, Ohio Northern University, University of Iowa, University of Michigan and University of Pennsylvania.

In recent months Harper has served as chairman of the joint Army and Navy Committee on Welfare and Recreation, and as associate public member of the War Labor Board.

He was an Air Corps cadet during the World War. He is married and has one daughter. He is a resident of Bloomington, Indiana.

Arthur J. Altmeyer, 50 years old and a native of Wisconsin, has been Chairman of the Social Security Board since 1937, and will continue his duties in that position, in addition to serving as Executive Officer. His new task will be to handle administrative and liaison operations of the Commission.

Altmeyer is a graduate of the University of Wisconsin. He served as secretary of the Wisconsin State Industrial Commission for many years, starting in 192

(OVER)

He was Chief on NRA's compliance Division, 1933-34, Assistant Secretary of Labor, 1934-35, and Chairman of the Technical Board of the President's Committee on Economic Security which drafted the original Social Security Act in 1935. He has been a member of the Social Security Board since it was set up in 1935. Altmeyer is married and lives in Arlington, Va.

26204

WAR PRODUCTION BOARD

Labor Division

For Immediate Release
Friday, February 27, 1942 WPB 373

The Radio Labor Advisory Committee will name a subcommittee to provide consultative service to the Electrical Appliance and Durable Goods Branch of the Industry Operations Division, the WPB Labor Division announced today.

John Hurley, Deputy Chief of the Durable Goods Branch, informed a meeting of the Radio Labor Committee that any subcommittee they set up would be called upon soon in an advisory capacity.

Members of the labor advisory group said that unions in the radio industry had suggestions to offer that would help speed conversion of radio plants to the production of communications products required by the military services.

Those attending the meeting were:

For the United Electrical, Radio and Machine Workers, CIO, Julius Emspak, New York, general secretary-treasurer, Russ Nixon, Washington representative; Joseph Mitton, Camden, N. J., business agent, R.C.A. local; and Harold Sharpe, Philadelphia, Pa., Philico local 101; J. McCurry, International Brotherhood of Electrical Workers, AFL; Margaret Scattergood, Washington office, AFL; Lou Upton, Chief of the Durable Goods Branch, Hurley and Robert Berner, also representing the branch; Ray Ellis, Production Division; Paul Norgren, and Edwin M. Martin, Labor Division.

-75-

WAR PRODUCTION BOARD

LAbor Division

For Immediate Release
Wednesday, February 25, 1942

WPB 349

Appointment of a Shoe Labor Advisory Committee of nine representatives of shoe unions was announced today by Sidney Hillman, Labor Director of the War Production Board.

The new Shoe Labor Committee has the same general authority as other labor advisory committees which work with the WPB Labor Division and make recommendations concerning the war production effort of their respective industries.

Some of the questions which the Shoe Committee will consider relate to the supply of leather and other raw materials required for manufacture of footgear, distribution of war work in the industry, military and civilian shoe requirements, conversion of plant facilities to war production, and methods of conserving scarce materials.

Union representatives named by Hillman to the committee are:

John J. Mara, Boston, Mass.; Frank W. Anderson, Chicago, Ill.; Michael F. Lynch, Haverhill, Mass.; and Michael Tesoro, Philadelphia, Pa.; all of the Boot and Shoe Workers, AFL.

Frank R. McGrath, president; James J. Mitchell, general secretary-treasurer; Horace B. Davis and I. Rosenberg, all of the United Shoe Workers, CIO. McGrath, Mitchell and Davis are from Washington, D. C., while Rosenberg is from New York City.

John F. Burke, general vice-president and organizer, Brotherhood of Shoe and Allied Craftsmen, Brockton, Mass.

WAR PRODUCTION BOARD

Labor Division

For Immediate Release
Saturday, January 24, 1942 WPB 32

The use of displaced carpet workers and idle carpet looms for the manufacture of cotton duck and blankets for the military services has been proposed by a newly formed sub-committee of the Textile Labor Advisory Committee, Sidney Hillman, WPB Labor Director announced today.

This plan is the outcome of discussions on reduced carpet production and subsequent displacement of some of the industry's 30,000 workers, following the 50 per cent curtailment order on civilian use of virgin wool. Under the proposal of labor's Carpet Sub-Committee to convert carpet mills to blanket making and cotton duck weaving, new employment would be provided for a number of these workers.

Meeting for the first time, the sub-committee made the following recommendations:

1. The immediate formation of a Carpet Industry Advisory Committee to meet with the labor advisory committee on conversion and other mutual problems.

2. Certification of carpet manufacture as a distress industry in order to avoid widespread unemployment.

3. Survey by the WPB of the carpet industry to determine its availability for war production.

4. That since the cotton textile mills are already overtaxed and incapable of producing all the requirements in their own field, no awards of contracts for production of cotton duck should be given to cotton textile mills not heretofore engaged in duck production. Such contracts should be given to the carpet mills.

With the Army this week opening bids for 180,000,000 yards, committee members pointed out that "available facilities are not enough to produce all the duck the Army will require."

Labor representatives attending the meeting were William Pollock, secretary-treasurer, Textile Workers Union of America (CIO); Robert Oliver, its national representative, and Solomon Barkin, research director of the TWU.

William F. C. Ewing, carpet consultant, and A. R. Howe, soft fibers consultant, both of the WPB Purchases Division, were present, together with Frederick F. Umhey of the Labor Relations Branch of the Labor Division, who presided.

Every Woman a Potential Factor for Defense in Industry

WOMEN'S BUREAU
DEC 5 1941
DEPARTMENT OF LABOR

Department of National Defense

MRS. HAROLD V. MILLIGAN, *Chairman*

COMMITTEE ON INDUSTRY

PROGRAM NO. 1

MRS. F. H. CLAUSEN, *Chairman*
112 LARABEE LANE
HORICON, WISCONSIN

★ Programs of the General Federation of Women's Clubs — 1941-44 ★
MRS. JOHN L. WHITEHURST, PRESIDENT
1734 N Street, N. W., Washington, D. C.

FOREWORD

Through the century and a half of this country's history, whenever it has been necessary to defend her unity or to preserve her independence against aggressors, the women of America have gallantly responded to the call for her defense. They have served in every capacity which their training and capabilities would permit.

A new crisis is before us — calling for complete preparedness. We realize that such preparedness is the greatest factor in defense *for* war and at the same time our strongest safeguard *against* war. But preparedness today is not only a matter of great armies of trained men. It also means the production of millions of complex modern mechanisms. This task is at once the challenge and the responsibility of Industry and Labor.

Since 1918 intense mechanization of production has created for us a new economic life. This has been accompanied by great changes in the occupations of all our working population. Household inventions and production of labor saving machinery are releasing every day hours of labor to women which may be used in work for defense of our "American Way of Life." And all over the country women are asking, "What can I do to help?"

The province of this Committee is concerned with the position of Women in Industry and the increasing need of woman-power as men are called for military service.

Women already engaged in Industry are at work at their several tasks in defense of the form of Republican Government which has given them this great opportunity. Thousands of other women are anxiously awaiting the call that they may arm themselves with skills which can be used to meet the need behind the lines.

Here then are three existing elements of potential power which may be usefully combined — The patriotic fervor of American women; the need of Industry for their skill; and the training of women to meet the need. Complete co-ordination of these three factors will constitute a powerful re-inforcement for the bulwarks of defense.

ELEANOR B. CLAUSEN, *Chairman.*

EVERY WOMAN A POTENTIAL FACTOR FOR DEFENSE IN INDUSTRY

OBJECTIVES

1. To acquaint women with the probable need for their participation in the work of Industry for defense.
2. To utilize and enlarge the skills of women in industrial occupations.
3. To interest employers in the potential capabilities of women in office, factory and shop.
4. To urge government to include women in Vocational Education Courses.
5. To fit the right woman to the right job.
6. To accomplish these objectives in an orderly and systematic way while there is yet time and before the need becomes acute.

PROCEDURE

The Chairman Surveys Her Own Community:

1. To ascertain the possible future needs of skilled woman-power in Industry. To accomplish this —
   - A. Confer with industrial managers.
   - B. Consult labor.
   - C. Confer with federal employment boards.
   - D. Cooperate with established defense committees.
2. Assemble information regarding:
   Available courses of training for women in special skills.
   Consult:
   - A. Vocational training school directors.
   - B. Industrial leaders relative to training within industry.
   - C. Federal agencies
     - U. S. Defense Employment Board
     - U. S. Office of Education
     - Local vocational director for defense workers
3. Secure information concerning:
   - A. Procedure in applying for jobs.
   - B. Federal laws controlling all workers in industry.

The Individual Woman Evaluates Her Own Qualifications:
Questionnaire:

1. In what field do I have a special skill (vocation or avocation)?
2. Have I the temperament for constant application?
3. What former training — if any?

4. What degree of efficiency?
5. What measure of adaptability for new skills?
6. How and where can my service be utilized?
7. What training is offered in this line?
8. How can I avail myself of such courses?

After such analysis if qualified report to your local Defense Board for service. If lacking skill, but desiring training consult your local Vocational Training director for advice.

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AMERICAN RED CROSS COMMITTEE

IN GREAT BRITAIN

WOMEN'S BUREAU
JAN 18 1941
DEPARTMENT OF LABOR

SINCE the start of the war the W.V.S. have worked in close co-operation with the American Red Cross Committee in Great Britain. In order that all the members of the Women's Voluntary Services may understand and appreciate the participation of this organisation in our services the following statement has been prepared by the American Red Cross :

"The American Red Cross is the national Red Cross Society of the United States. It is the only charitable organisation in the United States recognised by Congressional Charter and is accepted as the official private relief agency of the United States of America. It has a membership of more than eight million men and women, all of whom serve the American Red Cross voluntarily in over 3700 Chapters located in every county of the United States. These volunteers raise the money and do the work that has made the American Red Cross contributions to Great Britain total, as at the end of 1940, over 2¼ million in money and relief supplies. By far the greater part of this entire expenditure has been made since July 1940.

"The American Red Cross gives no relief in Great Britain directly, but administers its entire programme through the British Red Cross and Women's Voluntary Services. The British Red Cross Society act as sole distributing agents for medical and surgical supplies, while W.V.S. acts as the sole distributing agents for the American Red Cross for civilian relief. A Committee of the American Red Cross in London considers any request for help from the British Red Cross Society and from W.V.S. Headquarters, and is therefore able to supply Washington with first-hand, up-to-date information on the needs of this country. In this way all the activities of the American Red Cross are based on relief needs reported by these organisations which have current first-hand information with which to justify their requests for American assistance. Due to this understanding with both the British Red Cross and the Women's Voluntary Services, no duplication exists in the requests that are thus made to the American Red Cross Committee in Great Britain and later sent to National Headquarters in Washington,

D.C. Through this plan, and co-operation with the Women's Voluntary Services, tons of new clothing for men, women and children, several shipments of food, mobile canteens, utility vans, blankets and many other relief supplies have been placed at the disposal of the Women's Voluntary services, to meet the growing needs of the civilian population in Great Britain. Special projects have been established with the help of American Red Cross funds so that War Nurseries have been set up and other special needs of the several regions alleviated.

"In close co-operation with the British Red Cross, medical and surgical needs, both civilian and military, have been met. Ambulances, motor cycles and other special equipment have been supplied, in order that the British Red Cross may fulfil its special function as the National Red Cross Society in this country. This has meant the allocation of blankets, sheets, drugs, surgical equipment, X-ray machines and many other articles that were required in order to reduce the heavy load thrust upon the hospitals of Great Britain.

"Thus the programme of the American Red Cross in Great Britain can be described as one whereby all the needs of the Women's Voluntary Services and the British Red Cross, which cannot be met locally or by other organisations, are met by the American Red Cross if the request, in keeping with the fundamental Red Cross policy, is undertaken both by the B.R.C.S. and W.V.S. How adequately these needs are being met is exemplified by the never-ending stream of ambulances, motor cycles, blood plasma, blankets, drugs, X-ray machines, surgical equipment and hospital supplies coming to the B.R.C.S.; and the clothing, boots, shoes, blankets, hot-water bottles, toys, layettes, babies' bottles and other comforts which are arriving daily for W.V.S."

In addition, the American Red Cross have provided W.V.S. with 130 mobile canteens and delivery vans, and the Junior American Red Cross has collected funds to maintain war nurseries for children under five years old.

The Ministry of Shipping, the Ministry of Transport, the Railway Executive Committee and the Port Authorities all contribute with transport or other facilities for the distribution of these American Red Cross Gifts.

Sent to Great Britain up to December 31st, 1940, in addition to ambulances, mobile canteens, blankets and other miscellaneous supplies:

99,517 Layettes,
1,357,260 new garments to W.V.S.,
13,410,591 surgical dressings to B.R.C.S.,

Valued at $13,580,340.

ADVISORY COMMISSION TO THE COUNCIL OF NATIONAL DEFENSE 2-4-41

Division of State and Local Cooperation

State Defense Councils or State Emergency Defense Agencies
as of February 1, 1941

State	Name of Organization
Alabama	Mr. Fred H. Gormley, Exec. Secretary Alabama State Defense Council 711 High Street Montgomery, Alabama
Arizona	Colonel Power Conway, Chairman State Council of Defense Arizona Club Phoenix, Arizona
Arkansas	Mr. L. A. Henry, Secretary Arkansas Defense Committee 816 Pyramid Bldg. Little Rock, Arkansas
California	Dr. Samuel C. May, Executive Vice-Chairman California State Council of Defense 2121 Allston Way Berkely, California
Connecticut	Gen. S. H. Wadhams, Chairman Connecticut Council for National Defense Room 217, State Office Building Hartford, Connecticut
Delaware	Mr. Gerrish Gassaway, Executive Vice-Chairman State Council for National Defense 400 Mullin Building Wilmington, Delaware
District of Columbia	Capt. H. C. Whitehurst, Executive Vice-Chairman District of Columbia Council of Defense Room 306 District Building Washington, D. C.
Florida	Mr. Carl D. Brorein, Vice-Chairman State Council of Defense c/o Peninsular Telephone Company Tampa, Florida
Georgia	Mr. Charles A. Collier, Chairman Georgia Committee for National Defense 75 Marietta Street Atlanta, Georgia
	Colonel Ryburn O. Clay State Commander of the State Defense Corps (Military) Atlanta, Georgia

State	Name of Organization
Illinois	Mr. Murray W. Baker, Chairman Illinois Emergency Defense Council Peoria, Illinois
Indiana	Mr. Dudley E. Smith Governor's Emergency Defense Council State Capitol Indianapolis, Indiana
Iowa	Mr. ~~Earl L. Maffitt~~ Edward Kendall, Chairman Iowa Industrial Resources and Defense Council ~~c/o Des Moines Water Works~~ State House Des Moines, Iowa
Kansas	Mr. Lou Richter Kansas Council of Defense State House Topeka, Kansas
Kentucky	Mr. J. J. Greenleaf Civil Defense Commissioner Frankfort, Kentucky
Louisiana	Mr. Edmund D. Denis, Asst. Secretary National Defense Council of Louisiana 1327-A Whitney Building New Orleans, Louisiana
Maine	Mr. C. S. Robinson, Administrative Director Military Defense Commission State House Augusta, Maine
Maryland	Mr. Isaac S. George, Executive Director Maryland Council of Defense and Resources 1006 Union Trust Building Baltimore, Maryland
Massachusetts	Hon. Channing H. Cox, Chairman Massachusetts Committee on Public Safety State House Boston, Massachusetts
Michigan	Mr. Everett De Ryke, Executive Secretary Michigan National Defense Council Council Room 505 Capital Savings and Loan Building Lansing, Michigan
Minnesota	Mr. E. L. Olrich State Defense Coordinator Room 266, State Capitol St. Paul, Minnesota

State	Name of Organization
Missouri	Mr. Wm. Anderson, Exec. Secretary Missouri State Defense Council State Office Bldg. Jefferson City, Missouri
Nevada	Governor E. P. Carville State Defense Committee Carson City, Nevada
New Hampshire	Mr. Laurence Meyer State Planning and Development Commission State House Annex Concord, N. H.
New Jersey	Mr. Audley H. F. Stephan, Chairman The New Jersey Defense Council Room 1406, Trenton Trust Company Bldg. Trenton, New Jersey
New Mexico	Lt. Col. Harwood P. Saunders Executive Vice-Chairman New Mexico State Council of National Defense c/o New Mexico Military Institute Roswell, New Mexico
New York	Lieut. Governor Charles Poletti, Vice-Chairman State Council of National Defense State Capitol Albany, New York
North Carolina	Mr. J. T. Anderson, Executive Secretary North Carolina State Committee on National Defense Raleigh, North Carolina
Ohio	Major Ralph D. Henderson, Chairman Ohio State Defense Council ~~1858 Arlington, Avenue~~ The Columbus Citizen Columbus, Ohio 84 N. Third Street
Oklahoma	Louis A. Ledbetter The Adjutant General Oklahoma City, Oklahoma
Rhode Island	Mr. J. Burleigh Cheney, Executive Vice-Chairman State Council of Defense State House Providence, Rhode Island
South Carolina	Mr. G. Heyward Mahon, Director South Carolina Council for National Defense New State Office Building Columbia, South Carolina

Pa (Still none 2-19 - called by phone)

No State Council in Pa - Bane's office 2/19/41

State	Name of Organization
South Dakota	Colonel E. A. Beckwith The Adjutant General Rapid City, South Dakota
Tennessee	Mr. William D. Price, Executive Secretary Advisory Committee on Preparedness 408 State Office Building Nashville, Tennessee
Texas	Hon. W. Lee O'Daniel Governor's National Defense Committee Austin, Texas Mr. Robert J. Smith, Chairman National Defense Aviation Board for Texas Executive Department Dallas, Texas
Utah	Mr. Gus P. Backman, Secretary Utah State Defense Council c/o Chamber of Commerce Salt Lake City, Utah
Vermont	Mr. Albert M. Cree, Executive Vice-Chairman State Defense Council Post Office Box 191 Rutland, Vermont
Virginia	Brig. Gen. J. A. Anderson Coordinator and Executive Secretary Virginia Defense Council - Chairman - Dr. Douglas Freeman Richmond, Virginia
Washington	Brig. Gen. Maurice Thompson, Coordinator Washington State Defense Council Camp Murray, Fort Lewis, Washington
Wisconsin	Mr. M. W. Torkelson, Secretary Wisconsin Council of National Defense 300 State Office Building Madison, Wisconsin

Regional Councils being set up (ref. Feb 11)

Chm. R. S. Kingsley, Nancy (ref. Feb 11)

Locals orgzd in all cities 10,000
to be orgzd in counties through Bd. Supervisors
24 locals aiding in surveys of 1. Defense
2. Comm. (ref. Feb 11)

Feb 26 1941

DEPARTMENT OF LABOR

~~Twenty~~ 19 of the 39 State Defense Councils have women members.

Alabama
California
Connecticut
District of Columbia
Missouri
New Jersey
New Mexico
New York
North Carolina
Rhode Island
~~Illinois~~
Indiana
Iowa
Maryland
Massachusetts
Michigan
Vermont
Virginia
Washington
Wisconsin

No. 204

GPO

Special #15
43

43

Community Services for Women War Workers

Special Bulletin No. 15

February 1944

U. S. DEPARTMENT OF LABOR
FRANCES PERKINS, Secretary
WOMEN'S BUREAU
MARY ANDERSON, Director

FOREWORD

Employment of women reached over 17 million in 1943. These are the women who are helping to build planes and ships and guns; who are working on farms and in factories making essential civilian goods; who are serving food in restaurants, working in offices, caring for the sick.

Unless these women are kept on the job, this war cannot be won; but if they are to be kept on the job, community services must be provided for them. Many of them carry a double load. When they leave the plant, they must serve on the home shift. These are the women whose burdens must be eased. It is essential, for example, that they have a place where children can be cared for, a time when shopping can be done, adequate housing, transportation, and recreation facilities. Problems such as these are the major cause of absenteeism and turn-over in industry.

During the past year the Women's Bureau, which more than 25 years ago was authorized by Congress to investigate and report on all matters concerning the employment of women, surveyed 37 war-industry communities in an effort to find out how well such communities were meeting the needs of women workers. Not only did the Bureau study the special problems just mentioned, but it advised with both labor and management, as well as with local civic and other groups, on how they could be solved.

Reported on the following pages are typical living conditions found in war centers and the way in which some communities are improving them.

MARY ANDERSON, *Director*,
Women's Bureau.

573728°—44

Community Services for Women War Workers[1]

"There ought to be a law," said Mrs. Tom Clark, wife of a marine, mother of four, as she pushed her way onto an already overflowing bus. Mrs. Clark, a welder in the big aircraft company 12 miles from town, had arrived at the grocery store just 3 minutes too late. The store was closed. It was the same old story. For a week Mrs. Clark hadn't been able to get to the store before it closed. The Clarks that night would dine on the one remaining can of peas—a nourishing meal for a woman welder and four growing children! Right then and there Mrs. Clark resolved that hereafter she'd stay away from the plant a day now and then to do her marketing.

In every industrial area in the United States, Women's Bureau agents in surveying and advising on community services have found not one but hundreds of women like Mrs. Clark. Almost a third of the total civilian working force is now women. Doing a double job, war work and home work, all may not have Mrs. Clark's shopping problem, but if not, you may be sure they have many others. Marketing, shopping, child care, transportation, housing, and recreation are some of the major problems with which Mrs. War Worker must cope. If war production is to be maintained the excessive burdens that now limit the effectiveness of these women must be removed. When community problems become too acute, either conditions are remedied or up zoom the absenteeism and turn-over rates.

In October 1943 quit rates for women ranged from 4.24 percent in sighting and fire-control equipment to 9.88 percent in aluminum and magnesium smelting and refining. In the aircraft industry 6.91 percent of the women quit, in shipbuilding and repairs 9.48 percent, and in ammunition (except small-arms) 7.36 percent. The major reason not only for turn-over but for absenteeism and loss of efficiency, the Women's Bureau finds, is the working environment, which includes community as well as plant conditions.

Every community has its share of problems which contribute to high absenteeism and turn-over rates. Every community has the responsibility of helping to provide the services essential to war production. No community is exempt. Production demands action—individual and collective.

COMMUNITY NEEDS

Workers.

To provide the community services so necessary to war production requires workers—waitresses, cooks, laundry workers, bus drivers, and other essential civilian workers. Many communities are urging unemployed housewives to take some of these jobs, on either a full- or a part-time basis.

[1] Prepared by Kathryn Blood.

In a west coast city where there has been great difficulty in getting enough drivers and operators for the buses and streetcars, a bus is parked on one of the downtown streets bearing a sign that reads—

JUST ONE OF MANY BUSES IDLE FOR LACK OF DRIVERS. UNCLE SAM WANTS YOU TO DRIVE A BUS OR STREETCAR TO FIGHT THE BATTLE OF TRANSPORTATION.

In the same city, laundry also is a problem. Since those in the armed forces are given priorities in deliveries and the laundries are short of help, it sometimes takes as long as 3 weeks to get civilians' laundry back. It is also difficult for new customers to get service, as frequently laundries are unable to take additional work.

Emphasizing the vital need for laundry workers, the president of a large west coast aircraft corporation says, "We think every worker we can place in a laundry is worth three new workers in our own plants." This statement was made after a company survey revealed that most absenteeism was caused not by hangovers or other reasons of that type, but by a lack of such community services as laundries and restaurants. Bomber production was being affected because these workers could not get their washing done, nor their meals in restaurants. "The result was," says the president, "that we had to start an advertising campaign to urge people who are unemployed to take jobs in laundries and restaurants so our own people could stay on their jobs."

In a midwestern city, home of many vital war plants, patriotic members of the General Federation of Women's Clubs who nationally had been asked to help recruit workers for essential civilian industries did the unexpected—they recruited themselves. These women look upon their new jobs as an opportunity to serve their country. They are specializing in restaurant and hotel service because of the great need for help in these businesses. They are dishwashers, cooks, waitresses, chambermaids, hostesses, and parcel checkers. They are serving the men and women of this city's vast production army, who in turn are serving the men of the armed forces.

In another city women stopped talking about the shortage of clerks, waitresses, and office workers and did something about it. Calling themselves the War Helpers' Organization, they opened up employment headquarters in one of the hotels, where a retired personnel expert is on duty daily except Sunday, interviewing applicants and trying to fit their qualifications to the 1,130 jobs listed. Realizing that most people who want full-time jobs already have them, they are primarily working to recruit housewives for part-time jobs.

Many older women as well as younger housewives have taken jobs in restaurants, stores, laundries, and other such service industries in an eastern city in one of the tightest labor-shortage areas in the country. Some of these women have never worked; others have not worked for years. Yet many of them, mothers and grandmothers of men in our armed forces, are responding to the appeal for help.

To meet the labor demands, increasing daily, every unemployed woman without small children or other restrictive responsibilities should serve her country by taking an essential civilian job. Not every city needs women welders, riveters, or shipyard workers, but

every city does need such workers as waitresses, cooks, nurses, laundry workers, and bus and streetcar operators.

Shopping.

To correct conditions such as Mrs. War Worker often faces, local industries are cooperating in many places to provide night shopping hours for industrial workers. In one case a grocery store, meat market, and barber and beauty shop have been established at the plant. At another factory the local department store brings out a display of articles for selection and order placement at the plant during the lunch and off hours. Banking services also are available at this plant on pay days for deposit of checks.

In many cities, stores are readjusting shopping hours for the benefit of war workers. Some stores are staying open one or two nights a week. Various other methods have been adopted in an effort to solve the problem.

In Philadelphia some butchers hold back part of their meat supply until 6 p. m. to accommodate housewives who must do their shopping late. St. Louis volunteers collect last-minute information on the "best buys" at stores and markets, and get it to the war-plant workers before they leave their jobs, eliminating unnecessary shopping.

Several plants in New York and New Jersey have plans worked out by management and unions that are helping to solve the food problem. A representative from a grocery store comes to the plant every morning, takes food orders from the women workers, and brings the food at the end of the shift. A plant manufacturing electrical equipment has arranged with a local department store to open a branch in the plant. The items sold are selected to cover essentials, and a special extension service has been set up which will help workers solve their shopping problems without having to miss work.

When women war workers in the Niagara Frontier Area were not getting a fair shopping break, the Labor-Management Council decided to do something about it. Mrs. Stay-At-Home was buying up all the bargains; Mrs. War Worker found the stocks depleted. The council, composed of representatives of management, of the AFL, the CIO, and the International Association of Machinists from 28 war plants in this area, and representing more than 200,000 potential shoppers, sought the cooperation of the merchants in the Buffalo area. Merchants promised to keep back a certain part of their bargains until evening for women war workers.

In an attempt to ease the shopping problem for its thousands of employees who work in the Pentagon, world's largest office building, in Arlington, Va., just across the Potomac from Washington, the War Department has set up various shopping facilities within the building. Among the most popular of these services is a shoe-repair shop, which reports a flourishing business. Many hundreds of pairs of shoes a week are rejuvenated here. Employees may also order articles from the Washington stores through personal shoppers stationed in the building.

In 4 big war plants, the personnel workers accept lists of wanted articles culled from the advertisements in a nearby city's newspapers. Department-store representatives call at the plants with samples, from which the employees may order. Deliveries are made to the workers at the plants.

Even the most ideal shopping conditions, however, will not solve the food problem. Consider the case of Jean Smith, who is all too typical. She works in a west coast aircraft factory and likes her job. But she's not getting enough to eat. In order to make the 8 a.m. shift she must leave her home at 6 o'clock, which means that she very often eats no breakfast. (In another west coast plant it was found that of 293 workers interviewed 84 percent of the women factory workers were eating poor breakfasts and 40 percent of the men had insufficient breakfasts.) The company provides a good hot lunch, but dinner is a problem. Mrs. Smith, tired, hot, and dirty after a day in the plant, must either stand in line at some restaurant or shop for food when she finishes work. Then the chances are that the butcher and the grocer are out of nearly everything. As a result she is suffering from malnutrition.

It is for people like Mrs. Smith that a Detroit food company has begun a prepared-food service for carry-out orders in its 21 stores. The carry-out line thus far worked out includes such items as macaroni and cheese, spaghetti, chile con carne, codfish balls, chicken a la king, chicken pies, potato salad, and creamed spinach.

Mrs. Dorothy Roosevelt, specialist on women's problems in war industries for the War Production Board in the Detroit area, in urging that such a program be set up on a mass basis said, "Through such a set-up we figure we could save a woman 3 hours a day—a minimum for shopping and preparing and cooking food."

Since the early days of the war the Women's Bureau has recommended that community kitchens be established where women war workers might purchase hot, nutritious food at prices within the means of working people, which they could take home.

"British restaurants" are serving daily over 10 million nourishing meals in some 2,000 restaurants and canteens. These meals are priced at about 23 cents.

Child Care.

Where community child-care problems remain unsolved, such things as these result:

Mrs. Nellie Jones, a worker in an eastern ammunition plant, quit last week. Mrs. Jones told them at the plant she'd "just have to go home to keep Junior out of devilment." Her Aunt Sara had been taking care of Junior, she explained, but "Auntie at her age just can't keep up with a 5-year-old scamp."

In a midwestern community an accident emphasized tragically the need for child-care centers. Three children and their grandmother, who cared for them while the two mothers (sisters) were at work in an aircraft factory, were burned to death. Fifteen working mothers with children quit during the week of the accident and others have followed.

The director of the Family Service Association in one war community reports the following case as typical of those found by her organization:

> In a small frame house on the edge of town, 12-year-old Sally does her best to care for her three younger brothers, twins of 4 years and a 3-month-old baby. At the time of my visit Sally was sitting by the stove trying to rock the baby to sleep. The twins were out in the kitchen, and when I went to see what they were doing, I found them whittling at a table leg with a sharp butcher knife.

Sally's mother works at a defense plant that has rotating shifts. One week she works from 6 to 4, the following week from 4 to midnight, and the next week from midnight to 8 o'clock. Sally is left in charge and says she does not mind the work but she hates to have to miss school.

The mother has not been able to hire anyone to look after the home in the daytime, much less at night. She states that she has to work because they cannot live on the $20 a week that she receives from her husband, and she insists she will not accept charity.

Three children, ranging in age from 5 to 10, were seen by a neighbor hanging around the streets of a west coast city whose population has skyrocketed since the war began. Learning that the children's parents were at work in the shipyards, and that their mother kept the house locked until she got home at night, this woman invited the children to come to her home every afternoon after school and stay until their mother came home. This is one of the answers to child-care problems. But we cannot afford to leave child protection to chance.

In an ordnance plant in the midwest, it is reported, women applicants with children under 12 years are referred by the employment division to the child-care-plan worker, who refers them to the local committee handling child-care problems in the various sections of the city. When an applicant goes to the agency for her interview, the plans for the care of her children are reviewed by an experienced worker who is familiar with the resources in her community. This worker gives counsel and advice and frequently assists in making the plans. No applicant with a child under 12 is hired by the company until her plan for the care of the child has been approved by an authorized agency.

Boarding homes for mother and child together have been a rather successful method of solving the child-care problem in one community, but not enough homes are available to fill the need. The Family Service Agency is advertising for more of these homes. The head of this service estimated that about 50 working mothers with one child, and a few with two children, have been placed in this type of boarding home. The minimum charge has been $50 a month for mother and child; the average fee is around $75 a month for both.

In Connecticut the State Department of Welfare assigns a full-time worker to an area for service of children in their own homes, and to develop public foster-home service. Family-security interests on a State-wide basis have been undertaken by the Connecticut State Defense Council, Division of Welfare and Community Service.

A Kansas aircraft company, which was losing many mothers with small children after a few days or a week of work, decided that lack of child care was a major cause of such quitting. Consequently, a woman counselor was hired to solve the child-care problem. This woman contacts the child-care agencies and endeavors to find care for children of employed mothers. The company holds community meetings in the city and surrounding towns to promote a better relationship between the company and the community.

Since the parents' response to child care had been rather poor, a Women's Bureau agent suggested that the company use these meetings to promote child-care facilities. The company was agreeable to the suggestion and invited the woman in charge of the Lanham Act nurseries and school-age centers to speak at the next meeting. A movie of one of the nurseries is to be made and will be shown. A

Women's Bureau agent also was invited to speak at a meeting on the relation of adequate child care to the efficiency of women workers.

Five thousand or more communities now have organized welfare committees to care for the children of mother war workers, but much yet remains to be done. A little more than half of the 3,385 child-care centers approved under the Lanham Act have actually been opened, and not all of those now open are filled. This does not mean that they are not needed. Some, for example, are in out-of-the-way places that are difficult for the mothers to reach.

Where adequate and well located child-care centers exist, the community can assist in publicizing them. Through educational programs, mothers can be informed of their purpose, their availability, and the way in which they operate. In those areas where child-care centers are either nonexistent or inadequate, direct community action should be taken to relieve the problem.

Housing.

In recruiting women, one large firm told them among other things that there was a nice housing project near the plant. The recruiters failed to add that the nice housing project was already filled. Needless to say, such tactics worked havoc with the morale of the company's new employees. Fortunately for war production such false promises are rare.

Women looking for rooms face problems just as difficult, for all too often only men are wanted by the renters. Landladies report that women are "more bother," "more trouble around the house," "always under foot," "always using the one bathroom in the house to do personal laundry," "women want to wash and iron and cook, and they think the telephone is their private property."

In a small North Carolina town a survey showed that only 6 percent of the housing listed was available to women.

The room-registry office of the war housing center in another city reported that persons having rooms for rent show preference for tenants in this order: Traveling men, men working in the city, couples if both husband and wife are working, couples with no children, single women. Many will not take single women at all.

In a town near a large ordnance plant both the city manager and the head of the rooms-registration office said there were rooms available at the present time but at least 80 percent of the private homes do not want women. The housing situation has been somewhat relieved since the completion of one Defense Housing project and the opening of another Government trailer camp. In some localities defense dormitories have been built for unattached girls, but in others the housing situation is still acute.

In a few places, probably where men had departed in large numbers for the services or for war industries in other areas, householders were reported to be eager to house women.

In one city a Mrs. A. turned her small grocery store and most of her house, which is attached, into a dormitory and several large sleeping rooms. At first she had men roomers, but she changed to women roomers after a girl who was unable to find lodgings came to her one night and pleaded for a place to stay. She is now furnishing accommodations for industrial women who work at an airfield and the two shipyards. These girls have the use of the kitchen, which was turned

over to them. Unfortunately there is no living room in which the girls may entertain.

United community planning and action are essential if women are to find desirable living quarters in war centers. Some communities have demonstrated amazing reserves in their ability to care for new workers. For example, a town whose former population was 6,000 has managed to take care of another 6,000 through the united action of church groups, officials in industry, and the local USO. In another town the YWCA placed some 2,500 girls in living quarters in 8 or 9 months.

An association of professional women, individually and as groups, has been active in helping to solve women's housing problems. Members have served at room-registry and hospitality desks, have helped to conduct door-to-door canvasses of housing facilities and conditions, and many have opened their own homes to women war workers. In one city the social-studies chairman organized a local committee to plan for a room-inspection and supervision service for new women workers. A committee of this branch also works with a local war-housing committee.

In another city a housing committee, established by a labor organization, took a number of very graphic pictures of extremely poor housing conditions in trailer camps, shacks, and tents, which they used to publicize the need for housing. The Council of Social Agencies in the city now has a housing committee that is concerning itself particularly with the problems of women's housing. In addition to working with this committee, the YWCA has worked independently to compile information on the housing problem. Under the leadership of the USO director in the area the YWCA also made an extensive survey of Negro housing. Very poor housing was found in a great many instances, particularly as to sanitation. As a result of the survey some improvements have been made. The Civilian Defense Council and a women's organization, independently and in conjunction with other organizations, have taken an active interest in the housing situation. By now, extensive housing projects of all types have been planned for this vicinity.

Houses and apartments generally are even more difficult to find than rooms, and their lack is often a big factor in preventing more recruitment from surplus labor areas. One city had no houses for rent under $100 a month. In a midwestern city where housing is a serious problem, plant records show that a number of employees have quit because of their inability to find houses. In another place where the housing situation is critical, the grounds behind the plant are being cleared and box cars are being placed there to house families. In other places tents and trailers are used as houses.

In a west coast city where the housing situation is very acute many people in advertising for a place to live offer a "reward" of from $15 to $25 or more for help in finding a home. This actually means that they will pay such an amount each month over and above the listed rental rate, rather than a lump-sum payment. One advertisement reads: $50 reward—2-bedroom unfurnished house for responsible party; within 10-mile radius destroyer base. Another advertisement asks: Do you need a painter? We need a house. Couple to be evicted because of coming baby. Will redecorate your house for privilege of renting a 1- or 2-bedroom, furnished or unfurnished.

Transportation.

A Detroit woman war worker in appearing at hearings on transportation problems held by the Women's Advisory Council, War Production Board, complained that shifts were changed so frequently that workers were unable to keep a place in a car pool. "For a while we're working days and we're shifted to afternoons and then to midnight—naturally we lose our driver," she explained. She stated further that they were not able to get management's cooperation in solving the transportation problem or in reducing the frequency with which shifts were changed. Bus service also was described by her as being poor. "The bus goes as far as Eccles Road, and then many people have to walk a good six or seven blocks from Eccles Road up to the factory. When they get there the women seem to be tired."

One eastern war town has no bus service from the town to the plant, which is about 2 miles away. Since women work on all three shifts, and live in the town, they must walk this distance unless they are lucky enough to get a ride. One of the girls who roomed in the town said, "Believe me I'm plenty scared to walk home when I work the shift that gets out at midnight." Taxi fare from town to plant is 35 cents, but it is not always available at midnight, as one private car provides the only taxi service.

Transportation to a shipbuilding yard in the South became so tangled that it led to a strike. The main part of the yard is on an island across the river from the city. The yard can be reached in only two ways—by ferry boat or by cars or buses running through the tunnel, with only one lane for traffic each way. The regular fee for the tunnel is 25 cents but shipyard workers are eligible for a special rate of 10 cents. The ferry service, however, has caused more dissatisfaction than the tunnel. At first, when the shipyard employed relatively few workers, it operated a small ferry. Employees were given this service free. Later, as the number of employees increased, arrangements were made for the city to operate a ferry service, for which it charged 5 cents. The process of getting across the river was likely to take workers an hour or more, as one ferry with a maximum capacity of 500 was attempting to furnish transportation to thousands of workers. Because of the general dissatisfaction with the transportation conditions, the new charge led to a strike, and a number of the workers left the plant. Later, another company took over the ferry service and it is reported that five ferries are to be operated, and that some new landings are to be built.

Lack of transportation has kept the dormitories at another war center from being fully occupied. Women tried to live in these dormitories, but this was unsuccessful because of transportation difficulties. The nearest bus service was 5 blocks away and women leaving work at night had to walk along a dark road through a poor part of town to get to the dormitory.

In a southern town aircraft workers ride in buses that are left-overs of the State Exposition of 1936-37, a trailer-type of sight-seeing coach without glass, carrying 110 and sometimes more passengers. In bad weather the sides are curtained with canvas. They have been dubbed the "CCC's"—"Company Cattle Cars."

Many communities, realizing that poor transportation cuts production, are working to improve it. At one Government arsenal in the

midwest, if there is not adequate transportation for the girls on the 3-to-11 evening shift they are taken home in Government cars. Another company gets city police to escort each night shift in groups to and from the nearest streetcar and bus stops.

The transportation committee, a subcommittee of the labor-management committee of a plant in a midwestern town, designed a travel questionnaire and distributed and collected the cards to discover what their transportation needs were. After listing the present transportation methods of all employees they made an official map, spotting workers' homes in relation to the plant and their routes of travel. This showed a need for more trolley and bus service, particularly for night-shift workers, with the result that a labor-management delegation was sent to the Public Service Commission. It also showed a need for more parking space, which resulted in delegations visiting the mayor and the city alderman to request parking privileges in an unused lot near the plant. The survey revealed a need for car-pooling. As a result the committee began a "share-your-car" program, set up a "V" fleet of drivers, and with materials and pamphlets supplied by a large tire-repair company conducted a tire-conservation program. Another subcommittee had the job of posting notices and placards on bulletin boards throughout the plant.

A labor-management transportation subcommittee in another plant made a large map of the city and put on it, in the form of tags on hooks grouped according to locality, the names of persons willing to share their cars and of persons desiring transportation. The map enables the employee interested to know what is available in his and surrounding zones, because each tag represents an employee in the zone who (1) wishes to swap trips with another driver, (2) has space for riders, or (3) needs a ride. The color of the tag, white, green, or yellow, indicates the shift on which employed.

Recreation.

"Just working and sleeping, or trying to sleep while the kids keep romping around, is driving me batty," Jerry Stokes was telling the foreman at the bomber plant. "Take the men on my swing shift, for example," Stokes went on, "many of them get punch-card drunk. I mean that day after day they punch the time clock, going in and coming out; they've nothing to look forward to. The result is that after 2 or 3 weeks they take a day or so off and have a fling.

"Then, too, our wives get trailer-wacky, living in cramped quarters. The people in town here aren't too friendly. We don't belong. The movie theater is packed every night. You have to fight your way into an eating place or a bowling alley. My wife's getting pretty fed up and needling me to move to a bigger town where there's something to do. I guess it would be just as patriotic.

"We don't need something to do every night. Don't ask for it. We'd be satisfied with one party to look forward to each week," Stokes said hopefully.

Luckily, in the Stokes's case the community woke up and started things rolling. The mayor formed a war-recreation committee with representatives from churches, civic and women's clubs, and commercial entertainment houses, as well as labor and management. A survey was made to find out where the people lived and what kinds of recreation they wanted. A visiting committee welcomed newcomers,

invited them to churches and to homes. The first big event was a dance. High-school students volunteered to take care of the children so that the wives of the workers could attend.

At another trailer camp a woman worker became increasingly despondent over what she called being "imprisoned." The only other nearby building to which she could go was the camp laundry. Though a demountable recreation building had been proposed, it had not been established. One of the men came home from work one night and found his wife gone. He left the next day, thus causing another gap in the plant.

Throughout the United States there are thousands of war workers, uprooted from their homes, who must live in trailers, crowded rooming houses, or other temporary quarters. These people need relief from the monotony of work and sleep. Unless recreation is provided nearby they are likely to take a day off now and then to go in search of a little fun.

Some communities are now becoming aware of the need to provide recreational facilities, but there still are many dreary places where war workers must exist "without even one spot of fun."

In an attempt to solve this problem, a southern town set up a recreational council, and through donations from local townspeople furnished a recreation club for women trainees at the local ordnance plant. Facilities are provided for games, reading, writing, lounging, music, as well as for such domestic chores as cooking, ironing, and sewing.

Another city, also in the South, held a downtown street dance. A number of streets were roped off for the occasion. Folk musicians and entertainers appeared on the show, and a hillbilly band furnished music for the dancing and variety acts. No charge was made for the entertainment.

In an eastern city the YMCA set up a young people's social club for nightshift workers employed on the 4-to-12 "swing" shift. It started with 35 young residents and now includes over 100 women, known as associate members.

One community holds regular swing-shift dances for aircraft workers every Sunday morning from 2 to 6.

In a midwestern town the Council of Social Agencies once each week sponsors a dark-to-dawn dance. Dancing begins at 9 p. m. and lasts until 4 in the morning. Night workers are invited to come in their everyday clothes, and there is no admission fee.

At a west coast public-housing project the occupants have formed a volunteer recreation corps that does everything from teaching bridge to getting together an orchestra. A welder from a nearby shipyard trains choruses; another organizes basketball teams; a shipwright gets together horseshoe teams, building the pits himself. Some of the women shipyard workers, assisted by a school teacher, are developing a Little Theater group.

Recreational facilities are provided in the dormitory of a midwestern town. A large recreation room with games, piano, jukebox, and ample space for parties is provided. Out of doors, workers have the use of baseball diamonds, tennis courts, and horseshoe pits. A full-time director is in charge.

The Recreation and Welfare Department of another midwestern town has a monthly dance with an average attendance of about 1,000. All money for recreational purposes comes from revenue made on the sale of such things as soft drinks, peanuts, and candy.

In another city the movie house agreed to operate on a 24-hour schedule once a week. A second theater is changing its opening hour in the morning from 11 to 10.

In some cases where there are recreational facilities they are too far away from the workers' homes or there is inadequate transportation. For example, in one midwestern town the YWCA has a large modern building with swimming pool, gymnasium, and various club rooms with kitchen facilities for club suppers. Yet few of the girls from the war plants make use of these facilities and they give as their reasons (1) Group riding in private cars. Girls can't stop at YWCA very easily when riding with other persons who are not interested or need to go home immediately after work; (2) Public transportation. Workers are reluctant to take bus downtown to YW after they ride the crowded buses home; (3) Rotation of shifts every week. Girls lose place and interest in activities in which they have been taking part.

The USO in an Iowa town rented an old family mansion for a club building. Situated in the best residential section of the city, it not only is several blocks from a bus line but is in the opposite direction from the defense housing and trailer camps and the ordnance plant, making it very difficult for workers to reach.

An industrial secretary of the YWCA in another city, when asked why they failed to interest the girls in their program, said that many of the girls were too worn out after their shift at the plant to go home, change their clothes, get on another bus, and come to the recreation center. She said that it was not at all uncommon for girls to fall asleep on davenports between dances.

An analysis of recreational facilities now available and of the complaints made by women workers indicates a need for more neighborhood parties and activities that women could attend without taking another tiring bus trip. Further, there are many women who are reluctant to go to big parties and meetings.



U. S. GOVERNMENT PRINTING OFFICE: 1944

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Special #17

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UNITED STATES DEPARTMENT OF LABOR
FRANCES PERKINS, Secretary
WOMEN'S BUREAU
MARY ANDERSON, Director

Progress Report on Women War Workers' Housing

April 1943



SPECIAL BULLETIN NO. 17 OF THE WOMEN'S BUREAU

UNITED STATES
GOVERNMENT PRINTING OFFICE
WASHINGTON : 1944

For sale by the Superintendent of Documents, U. S. Government Printing Office,
Washington 25, D. C. - Price 5 cents

Progress Report on Women War Workers' Housing[1]

INTRODUCTORY

Government and citizens are collaborating to overcome housing shortages for war workers in critical areas of the United States. Special emphasis centers on the acute problems of young women who seek living quarters in the community where they are employed in war industries or related service occupations. Some of the outstanding women's national organizations are awake to the need for permanent means of assuring more and better living accommodations at reasonable rates for young women working away from home, particularly those in lower-paid occupations and industrial employment.

From the outbreak of World War II, the Women's Bureau of the Department of Labor gathered information about housing facilities in the war-goods-production areas, with particular attention to accommodations for the women who inevitably must help man the industries. Personal visits to typical areas were made by the Director of the Bureau and investigations conducted in almost two score localities by field representatives from its staff. First-hand data were accumulated about housing, also other major factors that affect the well-being of women turning out the weapons of war. Numerous conferences were held with representatives of Government agencies and civilian groups, defining problems and developing solutions through cooperative efforts on the basis of known facts.

The Bureau, through its Director, called a conference at Washington, D. C., for January 21–22, 1942, assembling its Advisory Committee and the invited representatives of 25 national and international women's organizations. The objective, as declared in the conference report, was to find what could be done by Government and citizens to help the women in war plants become most effective in their employment. Imperative need was recognized for "a well-coordinated program involving training, placement, and maintenance of proper working and living conditions for women workers."

A special committee designated by the conference to consider community facilities for women in war employment found, from testimony of United Service Organizations representatives present and from reports on typical war-industry areas by the Bureau's agents, that at that time grave housing difficulties for women in many war industries were chargeable to (1) a scant supply of rooms for rent, (2) overcrowding in available rooms, (3) householders' aversion to

[1] "How Women War Workers Live," a summary of Women's Bureau field investigations during the winter of 1941–42, appeared in Labor Information Bulletin for August 1942. Both the summary and the present report were prepared by Sara Louise Buchanan of the Research Division.

women roomers, particularly to women in industrial employment, (4) inadequate room-registration facilities, (5) lack of inspection of rooms offered for rent to young women, and (6) a dearth of low-cost living quarters for girls in the lower wage scales, as in the service trades.

The committee found that in a few important areas housing difficulties were intensified by lack of proper planning in the construction of "duration barracks" for women workers. Isolated location, inadequate transportation; absence of eating facilities, dispensary provisions, recreational or social opportunities for leisure time; and nondescript, cheerless furnishings—these combined to drive girls away from the dormitory accommodations rather than to attract them.

In view of these findings, the conference adopted at its closing session certain recommendations, with special emphasis on housing for women war workers, to guide further action by the Women's Bureau and voluntarily participating organizations. The recommendations proposed these procedures: (1) Mutual cooperation of the organizations' national offices and the Bureau in obtaining and distributing information about women's housing problems in critical areas; (2) contacts by the Bureau with the proper Government authorities regarding improved livability of federally built "duration dormitories"; (3) emphasis by organizations on the adequate representation of women on local councils dealing with housing; (4) local educational campaigns to stir community interest in the housing of women employed in war industries and service trades; (5) for privately housed workers, to investigate the advisability of rent-control boards in each critical area and the need for reliable room registries.

Accordingly, for its part, the Women's Bureau sought and was granted collaboration with the Federal authority in charge of dormitory planning, and succeeded in effecting desirable improvements. It cooperated with the Federal agencies charged with stimulating community action toward improved living conditions for inmigrating war workers, freely supplying useful field data acquired by its agents. Its office staff prepared handbooks and educational folders, designed among other things to acquaint community leaders and interested citizens with accepted minimum standards of services in housing. These were widely used by public and private agencies in setting up local facilities.

Early in 1943 the Bureau invited the women's organizations that participated in the 1942 conference to assemble for Bureau use reports from their local groups in critical areas about community action during the year that had passed in assuring decent, adequate housing at reasonable prices for young women inmigrating to war industries. Specifically, they were asked to report on (1) local sources of information about available rooms, (2) means of advising applicants about the respectability of neighborhoods, and so forth, (3) extent of regulation of boarding and rooming accommodations, especially on standards of cleanliness, decency, and safety, (4) the achievement of the community in solution of housing difficulties, and (5) urgent continuing needs in terms of housing for young women.

It was believed that cooperation in gathering and submitting the data would focus anew the attention of local women leaders on the vital character of the housing feature, and stimulate renewed effort where necessary. Six organizations responded, providing reports from 44 States and on at least one-third of the critical areas, including

all the larger, more congested ones. Approximately two-thirds of these are principally war-industry locations; about one-fifth are combined military and industrial centers; the others are military training centers.

URGENT COMMUNITY HOUSING NEEDS

Community reports stress for the respective localities certain requisites essential to the satisfactory housing of war workers. Well over one-third of the areas reported are said to need more living accommodations; that is, rooms, light-housekeeping quarters, efficiency apartments, dormitories, boarding homes, or residence clubs. More than one-tenth need a central registry of classified available accommodations that can be recommended to a young woman. Considerable emphasis is put on a trained full-time staff to maintain the registry in current condition. Another tenth bid for effective supervision over boarding and rooming houses, based on accepted standards of respectability, sanitation, cleanliness, and services. Competent supervision is sought for dormitories and residence clubs.

About 5 percent of the areas mention a need for lower rentals; some urge the importance of coordination among the separate community agencies interested in housing; a small group mentions a need for further education among home owners to persuade them to rent rooms to young women employed in war plants.

SOME FACTS DEVELOPED FROM COMMUNITY REPORTS

Early 1943 found a majority of the war-industry areas with continuing problems in the housing of young women. Smaller cities and rural areas with war industries had perhaps the greatest perplexities, since available accommodations usually were insufficient to house the influx of war workers, and additional provision had to be made, either through conversion of existing properties or construction of new ones.

Priorities on essential materials and equipment, also scarcity of workmen, frequently delayed conversion or construction. Dependence then fell on rooms in private homes. Households were slow, generally, to take roomers as a new venture. Among those who opened their homes, a majority preferred men roomers; some refused to take women, especially young unattached women. The inevitable result was overcrowding in the limited number of accommodations available to women. In numerous cases these accommodations were substandard in services and overpriced as to rates.

This situation left little room for selection by prospective tenants. In fact, several reports emphasized that young women workers in their communities were glad to get shelter even in lodgings that ordinarily would not be considered for girls at all.

In a number of cases, tardy relief came through federally built dormitories or through residence halls provided by the local war industry.

About one in every five of the areas reporting is a combination military-industrial locality; that is, in addition to a camp, camps, or base of one of the military services, one or more war-material production centers have developed there. One of the difficulties arising in this type of area is the housing of wives and families of men in the

military services who go to visit them. Some landlords have found it profitable to rent their rooms to these applicants at transient rates, so are disinclined to rent to women war workers on a permanent basis.

A few areas with particularly alert leadership made advance surveys of accommodations, had organizations set up to deal with needs as they might arise from proximity of war industries or camps. By contrast, some other areas, consciously facing an influx of women workers to replace men called away to military service or to increase the volume of production, made no preparation to meet the situation and continued to welter in confused planning while thousands struggled for living quarters.

Congestion in these localities prevents an effective listing and inspection service. The rush of applicants for vacancies leaves no time for these important preliminaries; the staff provided for listing and inspecting is too small to survey the area or to keep the listings current. Usually in these cases the referring office relies on chance knowledge by some staff member as to the general character of neighborhoods.

The supplying of information about rooms and other living quarters is attempted in most of the communities through room registries of various types. In about one-fifth of the reporting areas the Federal Government set up War Housing Centers, and in most cases these have full-time staff and systematic listing and classification services. These centers also assist householders in conversion of properties to rental quarters, and conduct intensive educational programs appealing on patriotic grounds for the sharing of homes with war workers. Other general registries are operated by chambers of commerce or by a few private commercial offices. The principal permanent source of investigated, classified, and recommended rooms for young women is the YWCA. Reports from numerous areas attest the important service rendered in this respect by the association, also its activity in meeting other war problems of young women away from home. Numbers of employing firms refer their young women workers to the "Y" for room listings. Its greater usefulness in this field can be assured by stronger public support to provide additional personnel and office facilities in existing branches, and to establish many new ones.

Other service organizations, such as the National Catholic Community Service, Protestant church groups, Red Cross, Traveler's Aid, and the USO, have supplied limited lists of accommodations, particularly for transients, in many localities.

Additional sources include newspaper ads, referrals by friends or relatives living in the area, and, in many cases, doorbell canvassing by the prospective tenant, who does his or her own inspection amid keen competition for each vacancy.

Rent-Control Measures.

The Federal Office of Price Administration gradually exercised control, as need appeared, over rentals of living accommodations in all critical areas during 1942. Regulation covered dwelling space and boarding charges. Ceilings on rents were established as of dates intended to reflect a time of normal conditions for each particular region.

However, some difficulties resulted from ceilings. For example, rentals on new listings offered after the ceiling date could be, and sometimes were, boosted to unreasonable levels. Applicants paid the recognized overcharge without protest in order to get shelter.

Men Tenants Preferred.

Women seeking living quarters have had to face not only scarcity of space but pronounced aversion to their tenancy from many householders and boarding-house operators who had space to let. Quite generally, women are not desired as roomers, for reasons that are fairly uniform in character over the country. Objections to women as compared with men sum up in the following order from the reports:

1. Washing, ironing, cooking privileges sought.
2. At home more, disturbing family life.
3. Entertain more, especially men friends.
4. More critical of quality of service and accommodations.
5. Too great a responsibility.
6. Less profitable; can't pay so well as men.

This aspect of the housing problem changed somewhat with the departure of men tenants for military service, and landlords were left with vacancies. Women in war industries, now earning good money, began to be tolerated as essential revenue-producers.

Boarding and Rooming Houses Lack Standards.

Comparatively few well planned, coordinated programs in war-industry communities are aimed at improving the living conditions of young war workers. Some cities have effective supervision and regulation under a licensing system of boarding and rooming houses, but inspection bogs down for lack of trained investigators and public interest to spur the endeavor. Health and sanitation departments and law-enforcement officials exercise only nominal supervision in most places, checking up on specific places if complaint is made. Fire departments are reported in many instances as checking "on request of the owner." Evidence of any concerted activity by the community toward safeguarding of moral character and environment of boarding and rooming places for young persons is unusual. Much reliance is placed on knowledge of neighborhood character by personnel of the placement agency, especially in smaller cities.

Competent Group-Residence Supervisors in Demand.

Some dormitories provided by war-goods industries had little supervision other than a property manager. A few of the federally built dormitories, especially the earlier groups, likewise had scant supervision. Competent personnel for these responsible posts was not readily available.

Cooperation of Business and Industry.

On the whole, business interests have cooperated in tackling solutions of the housing problems of incoming war-industry employees. Conspicuous for its scarcity is the spirit of the newspaper that blocked establishment of a USO room registry in a southwestern locality on the ground that this move would reduce its advertising revenues; likewise, the selfish attitude of a few real-estate organizations in checkmating community efforts to provide temporary housing for war

workers. One of these in a great midwest industrial area ignored the excessive juvenile-delinquency rate among teen-age girls in its locality, and did little to help emphasize the Homes Use Program for augmenting decent living accommodations.

Municipal authorities in a few areas refused to suspend temporarily the zoning restrictions that in normal times are desirable to protect property values in residential sections but in wartime operate to prevent the sharing of desirable homes with war workers.

Cross purposes, selfish ambitions, and partisan jealousies cropped out in many places, handicapping moves to enlist community energies against housing congestion and related problems. Repeatedly community reports voice the need for coordinated effort among local authorities, agencies, and organizations—each interested in reaching effective solutions but unwilling to yield independent enterprise to pooled efficiency, even in the face of limited funds and dwindling staffs available to the separate groups.

Community Coordination Produces Results.

On the other hand, there is abundant proof of efficacy in cooperation from scores of communities. Complete and final solution of community problems arising from large inmigrations is rarely attainable. But the method of assault on the housing difficulty for women newly employed in some congested areas, or in sparsely populated localities surprised by huge war industries, challenges applause for the community achievement and invites emulation by other areas yet struggling with similar problems.

Women's Organizations Supplied Leaders and Workers.

Unstinted acclaim is due the various women's organizations that shouldered cooperatively the solution of housing and other major wartime problems in fulfillment of accepted civic and patriotic responsibility. Only a few cases are reported where local councils refused the proffered help of an active women's group.

Also, grateful account should be taken of the varied tasks performed by a tireless army of volunteers, cooperating in vacancy surveys, investigation of listings, reporting on local situations, promoting share-the-home programs, and similar activities directed to improvement of living conditions in the war-industry communities. Though the community consensus declares the greater value of a paid, trained staff for a central room registry, in the absence of such personnel for most localities the contribution of the volunteer corps to the present emergency must be classed as indispensable.

HOW SOME COMMUNITIES ATTACKED HOUSING PROBLEMS

Representative specific methods that helped to relieve housing-shortage problems, particularly for unattached women workers migrating to war industries, are briefed in the following reports for their stimulative value:

In New England Area.

In an important industrial city many large homes were converted into small apartments by private industry. Girls in war-goods production were placed in private homes through the Home Registry Office.

Another city has a permanent residence hall, operated privately for working women at very reasonable prices. It also has several organizations that are prepared to help women find living quarters as they come into the area for employment.

In Middle-Atlantic Area.

A hustling city has an ample supply of rooms. All agencies cooperate with the volunteer defense committee in making accommodations available.

A western New York manufacturing center has an information service available to young women applicants through the foresight of its Citizens' Planning and Housing Council.

Another, through its Council of Social Agencies, keeps a supply of inspected rooms, revised weekly, in cooperation with all housing agencies.

In the Nation's Capital Area.

From a Council of Defense Homes Registry, set up by the Washington Housing Association with the principal social-service organizations participating, and manned by volunteer civilian personnel, evolved first the Homes Registration Office. It operated with a paid staff, including a corps of trained investigators assigned for inspection of listings, a clerical force to classify these according to minimum standards established in collaboration with the Health Department of the District of Columbia, and a closely coordinated referral system to a central office. A young woman arriving in the city for employment could be directed by the Traveler's Aid Service from train or bus station to the Homes Registration Office, and there receive cards listing two vacancies that she might visit; if neither of these proved satisfactory she could return for another selection. She was referred by the listing clerk to a transportation adviser, who gave her directions for reaching the houses.

This staff was federally financed, due to the dire need for the effective service of a full-time trained personnel in housing the Federal employees who poured into the area. Ultimately the War Housing Center replaced the Homes Registration Office, continuing its listing and referral function as to private-home accommodations with intensified effort under the Homes Use Program, and in addition sponsoring the conversion of large homes and other buildings into apartments and rooming houses. The center also handled the allotment of accommodations in the residence halls, temporary dormitories federally built for young women in war work, as well as the family units in low-cost multiple dwellings built by Federal authority in the area. Some of these residence halls and family units were for Negro war workers, but the number supplied for them is considerably short of the actual requirements.

Concurrent with this central effort to house Federal employees, several large departments, including the War Department, set up personnel counseling offices, whose functions included providing new employees with information on living accommodations and other essential services of the community. These were correlated with the center.

Also, other residence clubs for girls, such as the YWCA, with its permanent register of auxiliary rooms in private homes, carefully inspected and classified, strained their facilities to the utmost to meet

the mounting demands for accommodations. As elsewhere in larger cities, the choice of young women centered on close-in locations, due to the desire to be near the principal work area and recreation and eating facilities, resulting in overcrowding and great scarcity of rooms down town while accommodations in desirable outlying residential sections went unappropriated. Transportation facilities had to be readjusted as to schedules and routes and augmented in supply in order to utilize more fully the suburban-room resources.

In Southern Area.

The USO-YWCA of a shipbuilding city set up a Womanpower Conference that made a survey of conditions, including housing for women in war industry. Assisted by the Council of Social Agencies the conference presented definite recommendations, based on the survey, to the City Health Department, the Police Department, other city officials, and the transportation company. Joint efforts of the conference and the council had three federally built dormitories allocated to the women, and a reception center provided for newly arrived women workers until they could find permanent accommodations.

A small inland town's war-industry plant bought several large homes and converted them into dormitories for its girls.

A coast city reported that a huge shipbuilding plant had provided dormitories for its women employees. At that time, however, the dormitories had little supervision.

In Central Area.

A large city in this great industrial region reported a residence hall for working girls, established years ago by a wealthy donor, which provides accommodations at very reasonable rates. It is administered by the YWCA but is an independent establishment.

The same area reports a group of residence halls owned and operated by the National Women's Trade Union League. These homes cater especially to the unemployed woman seeking work and to students whose incomes are low.

A great industrial city has lifted its zoning restrictions for the duration so that rooms are available in choice residential locations.

A lake shore town planned to use as dormitories three large boats of a lake steamship line if necessary to meet the growing demand for rooms.

In one community dormitories for women were built at an ordnance plant and supervised by the State Defense Corporation.

In Midwest Area.

A progressive city of this region provides up-to-date information on housing accommodations through its chamber of commerce. Frequent surveys of facilities are made and the lists revised accordingly.

Another city in this area reports many building-conversion operations under the Homes Use Program; also good cooperation among the Defense Council Housing Division, the Federal Housing Authority, and the local real-estate board.

A large river city reports boarding homes operated by the Women's Christian Association, the Lutheran Church, and the Woman's Welfare League.

In one city the business and professional women's group initiated the room-placement plan for women war workers.

Another, through its USO, stressed continuously the housing needs of unattached women. Its program of education persuaded householders to change their former policy of "men roomers preferred."

Early in 1942 a capital city in one of the northern border States set up an Emergency Housing Commission of about 50 persons, representing its various community groups. It opened a housing office, which now cooperates with the National Housing Agency.

In Southwestern Area.

A housing authority here cooperates with the local Federation of Churches and social-service organizations in providing information and housing accommodations. War workers are reported to have adequate housing.

A State college for women considered in advance the probable need for war workers from industrial plants under construction nearby, also families of service men in adjacent army camps. The housing class of the Home Economics Department surveyed accommodations in hundreds of homes, classified homes and furnishings according to established standards, and made the listings available. The survey has been repeated in cooperation with the USO to provide additional accommodations.

Another city's war plant has built dormitories for many of its workers. However, there is a scarcity of accommodations for wives and families visiting their men in the army camps.

In West Coast Area.

The largest city of this area has had a girls' and women's Housing Bureau for 10 years. Presumably it provides recommended listings to applicants. It reports also a number of employed girls' clubs and residences sponsored by church groups.

Another city, a community of homes, waived its restrictive zoning ordinances for the duration of the war to permit the home owners to rent rooms to war-industry employees. Twenty county buildings were made into apartments for war workers under the conversion program.

A shipbuilding city reports that war apartments under construction by the City Housing Authority will provide accommodations for many single women.

At another industrial center where congestion persists, half the dormitories built for men employees have been converted for occupancy by women war workers.

SOME LONG-RANGE CONCLUSIONS FROM SURVEY REPORTS

A widespread need exists throughout the United States for clean, adequate, respectable housing at reasonable prices for young plant workers. As the standard of living rises, problems of accommodation for unattached persons become more acute. Families whose economic situation improves demand higher standards of housing and become less inclined to tolerate the crowding that may result from "roomers." This fact darkens the housing picture even more for the unattached employed woman, against whom a definite prejudice as to her tenancy already prevails because she likes to do her personal laundry; cannot

spend her evenings at the corner drugstore; entertains friends at home, especially men; insists on clean linen, good housekeeping, and so forth; sometimes is socially irresponsible; and usually has less income, so cannot afford to pay as much rent as a man can pay.

Many householders have shared their homes with young women war workers during the present emergency as a patriotic service. Will the actual experience with the modern young woman as a paying guest in numerous households vanquish much of the traditional prejudice against women roomers? The answer to that question is the responsibility of the young woman war worker herself. Indications are that some householders find young women quite satisfactory as roomers, and ask for more of them, after giving them a trial. If more approved home accommodations can be opened to young women employed away from their own homes during the period following the war, a much greater contribution than mere shelter will be made. Both Government and community leaders recognize the great influence exercised by pleasant environment, particularly that of a well-ordered home, on the individual welfare of the worker and ultimately on the quality of work produced. The social values of this particular contribution in terms of community gains have not been given the weight they merit by communities themselves.

For most of the employed young women it seems likely that group housing must be the answer, either in supervised residence halls and clubs or in rooming and boarding homes, especially for younger employees in the lower income groups.

The point is clear from the community reports used in this study that at present there is inadequate control and regulation of boarding and rooming houses throughout the United States. In view of the special public-service character of the boarding-rooming-house business, it is important that these controls be developed to meet the needs of women war workers. Community interest should be stimulated to give attention to this important function of government, also to provide and maintain for each locality to which young persons inmigrate in numbers for employment a "bluebook" list of approved, recommended boarding homes. Such a list should be made available through room registries, plant offices, and other places of easy access, so that a young person, especially a young woman, could readily locate desirable, reasonably-priced housing accommodations.

A plan suggested as a wartime solution by one large industrial center could well be adapted for peacetime use. It proposes a full-time paid staff to register and regularly inspect all places where young industrial workers are housed. The staff could be connected with a local housing authority or board of health, and sponsored by such groups as industries, churches, educational systems, and welfare units; financing might be aided through chambers of commerce, employers' groups, and other sponsoring agencies; publicity could be given in railway and bus stations, the press, church bulletins, employing offices, and neighborhood drug stores. Thus the fusion of political authority and popular support can become potent in the regulation of commercial boarding and rooming houses.

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Special #11

ARDING HOMES
for
EN WAR WORKERS

SHELTER

plus

Safety

Security

Decency

Cleanliness

Health

Adequacy

Comfort

Convenience

U. S. DEPARTMENT OF LABOR
WOMEN'S BUREAU
Special Bulletin No. 11
January 1943

FELLOWSHIP

One of the finest services you can render your guests is to raise morale through friendly contacts.

Give your young people the opportunity to meet other young people, and to share in church and community activities. Let them feel through your personal attitude your genuine interest in their well-being and happiness.

Those young workers who are away from their homes, perhaps for the first time, will be grateful always for your thoughtfulness.

To The Hostess:

This handbook is issued for the patriotic person who chooses to serve the country in its war stress by operating an approved boarding home for war workers.

It lists the main service features that commend such a home for the approval of its guests and an equally interested public.

Desirable Services

GENERAL

Location—Convenient as possible to work area and transportation.

Good neighborhood, pleasant surroundings.

Attitude of manager—Courteous, friendly, businesslike.

Financial dealings—Prompt attention, scrupulous honesty in every detail.

Atmosphere of house—Clean, fresh, wholesome, hospitable.

Local health rules—Thoroughly understood and met.

Building and fire rules—Understood and met.

Separate floors for the sexes if both men and women are guests.

House register—For name, home address, and work location of each guest.

GUEST PRIVILEGES

House policies—Brief written statement of these supplied each guest on arrival.

Entertaining friends—A place provided other than bedrooms.

Personal laundry—Facilities arranged other than bathroom.

Personal mail of guests—Provision for safekeeping and assured delivery to addressee.

Telephone messages—Notice of calls for absent guests given as promptly as possible.

FOOD

Storage and handling—Such as to insure clean, wholesome supply.

Meals—Nourishing, balanced menus; food well-cooked; adequate servings.[1] Meals supplied in room for guest who is disabled or slightly ill. A small charge may be made for this service, if necessary.

[1] *For helpful suggestions write the Bureau of Home Economics, U. S. Department of Agriculture, Washington, D. C.*

GUEST ROOMS

Doors—Entrance from hallway, never through another room.

Locks and keys—Provided and in good repair.

Windows—At least one opening on yard or street; cross-ventilation if possible. Screens for all windows.

Shades or venetian blinds—For each window.

MINIMUM FURNISHINGS

Beds—Single, and limit two to a room.

Bed covers—Sufficient for comfort.

Mattress and springs—Comfortable, clean. Use mattress covers and pads, and give your mattresses a long life.

Bureau, or chest of drawers with mirror.

Chairs—At least two for double rooms. Comfortable chairs make friends for your house.

Desk, or small sturdy table, and chair.

Portable light—For sewing, reading, and so forth.

Closet or wardrobe—With lock and key.

Rug, or other floor covering.

HOUSE LINENS

Sheets and pillowcases—Changed regularly, at least once a week.

Bath and hand towels—At least two of each weekly for each guest.

BATHROOMS

Schedule arranged for baths.

Bath and toilet—One for each seven persons at least.

Equipment kept in good repair, and clean. Tub brush and cleaning powder supplied.

Extra lavatory outside bath. One for each four persons desirable.

Practical Suggestions

FINANCING

Housing war workers may entitle you to a loan sufficient to start you in business, if alterations and improvements are required. Consult your local Homes Registration Office or local War Housing Center. If your community has neither of these offices, your postmaster should be able to give you the location of your regional National Housing Agency office.

RATES CHARGED

Consult your community rent control committee to find what rates you should set for your guests. Also consult your local representative from the Federal Office of Price Administration as to registration.

Room rent alone should not cost an employed girl more than one-fifth of her income, as a general rule.

EMPLOYER'S RESPONSIBILITIES

Find out the State health requirements for domestic help, and what is expected of an employer if contagious or infectious disease is present among employees. Talk with local health officials, and with Federal housing representatives in your community. They can give you valuable suggestions. Also, you will need to know about the records you should keep for local and Federal tax reports.

EMERGENCIES

Keep a first-aid kit on hand for immediate treatment of minor cuts, burns, and other slight injuries. For serious wounds and for sudden illness, call a doctor.

If a contagious disease develops, call the doctor and the health officer; talk to no one else. Isolate the patient, use separate dishes and equipment. Act at once to protect others in your home from the malady. When the patient is removed, fumigate the room with a formaldehyde solution, on druggist's directions. Sun and air room and furnishings afterward.

If a death occurs, talk to no one, but close th room, call a physician and the coroner.

The names, addresses, and telephone number of doctors, health officer, and coroner should b recorded in your desk-book for quick reference

If fire starts, get all persons out of the house a quickly and quietly as possible. Regular fir drill, under leadership of a captain and lieutenants chosen from the household, will prepare your household to act in such an emergency.

Have fire exits well marked and lighted at all times.

Keep all passages to exits clear.

Show your guests where fire exits are and how to reach them quickly from their rooms.

Urge guests to remember general location of windows.

Invite member of local fire department to show guests how to protect themselves if caught in a burning house.

U. S. GOVERNMENT PRINTING OFFICE 16—32553-1

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48

Wartime
REMINDERS
to
Women Who Work

—The Paying Guest
—The Paid Hostess

> Life is not so short but that there is always time enough for courtesy
>
> —Ralph Waldo Emerson

WOMEN'S BUREAU
U. S. DEPARTMENT OF LABOR
WASHINGTON

January 1943

Our Nation now must place tremendous dependence on its women workers in industry, home, and community.

Many women workers in war industries are on exacting jobs new to them. Most frequently they are living on narrow margins for their needs, both in time and in money. They must pay their expenses, buy war bonds, and in most cases support dependents or at least send money home for the needs of their families. They are doing a real patriotic work.

The person who provides living accommodations for the health and comfort of these women workers in war industries is likewise performing a patriotic service.

To help the paid hostess and the paying guest in their services to the country this leaflet of suggestions has been prepared.

TO THE PAYING GUEST—

When you've paid your advance rent and moved into your new quarters, you become a tenant with certain privileges. But you also become a member of the household, with definite obligations of courtesy and consideration.

Now is a good time to think through some of these obligations.

Keep Your Room Neat . . . .

Keep clothing hung up when not in use. It will look better; you will feel better; your household will rate you A–1 for neatness.

Keep hot or wet articles off the furniture. White rings in the finish, and cigarette burns on bedding, rugs, and woodwork are no credit marks for you.

If you have no rack or table for magazines, papers, and books, ask for one; then use it.

Keys—made to use, not to lose. Hang on to yours. Metals and workmen are scarce.

Use Care in Laundry Work . . . .

Have a clear agreement with your hostess about laundering personal articles if you "do your own." Then stick to the bargain. Do your wash at the proper time. Remember others must share the hot water.

And about that iron: Leaving it hooked up and flat on the ironing board while you answer the telephone not only burns a hole in the ironing board cover but can ruin the iron. No more irons to be made "for the duration."

Keep Bathroom Schedule . . . .

Arrange a definite time for your bath.

Show your efficiency by finishing your bath in the allotted time.

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Leave tub and basin clean for the next user. Keep your own tub brush and cleaning powder in a small box or basket, and take it with you to the bathroom, if necessary.

Your common sense tells you that hair, bobbie pins, and the like, will jam a drain pipe. A clogged drain is another name for trouble. If there is no wastebasket in the bathroom, ask for one.

Squeeze out your wash cloth, shake out towels, and hang up to dry in the place provided. Makes the room sweeter; protects your own skin.

Telephone With Care . . . .

Be reasonable in your use of the telephone. There's a war on, which can mean emergency calls. Sometimes others must use the telephone.

If you have long-distance calls, pay your bill promptly.

Save Heat . . . .

Fuel is scarce and expensive in most places. When you open your windows, do shut off the heat in your room, and cover the crack under your door so the rest of the house won't freeze up.

Plan Ahead for Entertaining . . . .

Have friends in. That's part of living. But others in the house have the same privilege. Be reasonable about when you entertain, and how often. Respect rest hours of your household.

If you expect guests at meals, tell your hostess beforehand, and arrange to pay for them.

Remember the Other Fellow . . . .

Observe house policies and your own good sense in controlling conversation, using radio, piano, and so forth, at late hours. Respect the rest time of folks who have different work periods from yours.

When you go out for the evening and expect to be late coming in, tell your hostess. That's a protection to you if there is an emergency. It is also a courtesy to her.

Make good any articles you ruin by your carelessness. That includes linens smeared with lipstick.

If you have light-housekeeping privileges, you are one of a lucky few. So use special care to keep rooms clean, food protected, waste disposed of quickly.

Be reasonable in your use of gas, current, and water. Turn off faucets all the way. Wartime demands for these utilities are heavy.

If you smoke, always use an ash tray.

Be on time for meals. If the food is good, tell the hostess; she likes appreciation, too. If the food is not good, tell your hostess privately. Remember, wartime costs and restrictions complicate her food planning.

Your hostess has worries, just as you have. She will have more time to be human if you don't add to her worries. Respect her privacy, as you want her to respect yours. Refrain from discussing personal and family matters. Mail and phone calls are strictly private.

Register with your hostess your name, home address, and where you work. This is important for identification if an emergency occurs.

TO THE PAID HOSTESS—

Through the service you render in operating an attractive guest home, you are helping the war effort. You can do a lot to stop costly employee turn-over on war jobs. Many persons leave vital work because they cannot find a good place to live. Also, you will give a lift to the spirit that makes for better work at the desk and on the assembly line.

When you receive rent money for your rooms, your home becomes, to an extent, the home of the paying guests. They depend much on your place for relaxation and wholesome social life.

Here are some traits of a desirable hostess as pointed out by girl guests. How do you rate yourself on these items?

She Is a Good Housekeeper . . . .

Keeps a clean house; changes bed linens once, towels twice, a week.

Keeps bathrooms in good working order. Provides tub brush and cleaning powder for bathtub.

Takes pride in checking 100 percent on all local health, safety, and sanitation requirements.

Has simple, attractive, comfortable house furnishings, and keeps them in good condition.

Sees that every bedroom and bath has keys that fit.

She Cares for Needs of Guests . . . .

Shows genuine interest in contributing to the welfare and comfort of her guests—not simply

in taking their cash. Makes her house homelike and attractive; likes to have her guests enjoy being at her home.

Even with scarcity of fuel, tries to furnish necessary heat and hot water to meet health requirements of guests.

Supplies portable lamps with light bulbs of sufficient power for comfortable reading, sewing, and so forth.

Provides enough blankets for comfort on cold nights.

Supplies at all times plenty of cool, pure drinking water.

Permits reasonable use of living room by guests and encourages a normal social life among them. Likes them to have guests; allows them to arrange for parties, use kitchen for refreshments, and so forth.

Understands that girls do need to wash clothing and provides racks for drying the "wash," if possible. Wants her guests to be well-groomed—they're her best press notice.

If meals are provided, sees that they are nourishing, well cooked, and served on time.

She Is Businesslike With Guests . . . .

Makes clear in the beginning what rates will be charged and what services will be rendered, particularly how many other persons will occupy the room. Never takes advantage of her guests by changing rules at will after an understanding has been reached.

Gives receipts for rents paid. Arranges rent days with guests' pay days.

Has clear understanding in the beginning with guests about (1) visitors and charges for them; (2) service of meals during slight illness or disability; (3) whether refunds can be allowed for absences from meals; (4) what notice is required of the guest on leaving.

Gives each new guest a copy of the house regulations for use of household equipment (irons, ironing-boards, laundry tubs or basins, telephone, piano, radio, and so forth), and the rates charged, if any.

Respects personal rights of guests. Does not interfere with their private business, telephone calls, or mail. Offers advice only if requested.

Is business-like, courteous, firm. If a guest shows disregard for the rights of other guests, takes prompt action to correct the situation. A kindly private talk with the offender will usually lead a reasonable person to be more thoughtful of others in the house. If this fails, perhaps a "grievance committee" of guests can be persuasive.

For further information write to—

WOMAN'S BUREAU
U. S. DEPARTMENT OF LABOR
Washington, D. C.

For sale by the Superintendent of Documents
Washington, D. C.
Price 5 cents

47
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47

UNITED STATES DEPARTMENT OF LABOR
FRANCES PERKINS, Secretary

WOMEN'S BUREAU
MARY ANDERSON, Director

Recreation and Housing for Women War Workers

A Handbook on Standards

BY

MARY V. ROBINSON

BULLETIN OF THE WOMEN'S BUREAU, No. 190

UNITED STATES
GOVERNMENT PRINTING OFFICE
WASHINGTON : 1942

For sale by the Superintendent of Documents, Washington, D. C. - - - - - - - - - - - Price 10 cents

CONTENTS

	Page
Letter of transmittal	v
Part I.—Women war workers and their needs	1
Emergency needs	1
Special needs of women	2
Varied needs of women	2
Need for standards	3
Summary of recommendations	5
Part II.—Standards and policies for a recreation program	11
The Program—	
Should be based on community conditions	12
Should be adapted to women's particular interests	12
Should comprise varied activities	13
Should have modern philosophical and educational approaches	14
Should take into account employment conditions	14
Should be conducted apart from workplaces	15
Should be on a community basis	16
Should be conducted by qualified personnel	16
As related to a recreation center	17
As sponsored by available agencies	18
Part III.—Standards and policies for a housing program	21
A place to live—	
In relation to types of housing and general standards	22
Available through room-registration service	23
In converted buildings or dwellings	25
As related to multiple dwellings	25
In low-cost dormitories with adequate standards	25
In low-cost family dwellings	27
And agencies responsible	27
Part IV.—Other welfare problems and suggested solutions	29
Questions of—	
Transportation	29
Information and social welfare	29
Health and medical care	30
Child care for working mothers	31
Part V.—Procedures to effect satisfactory programs	33

APPENDIXES

A. Selected list of references	35
B. Code of ethics for volunteers	38
C. Y. W. C. A. room-registry schedule	39

Letter of Transmittal

UNITED STATES DEPARTMENT OF LABOR,
WOMEN'S BUREAU,
Washington, March 4, 1942.

MADAM: I have the honor to transmit for publication a handbook on standards, policies, and procedures for the setting up and maintaining of adequate living facilities for women workers on war production. The purpose of the handbook is to serve as a guide to organizations concerned with the carrying out of this essential program, particularly as applied to women's housing and recreation. The material has been assembled and the report has been written by Mary V. Robinson, chief of the Division of Public Information. These persons, prominently identified with the same or related activities, have given helpful cooperation in the preparation of the material and I extend to them my thanks: Miss Genevieve Lowry and Miss Helen Crawley, Young Women's Christian Association—United Service Organizations; Miss Anne Hooley and Miss Helen Potter, National Catholic Community Service—United Service Organizations; Miss Margaret Creech, National Travelers Aid Association—United Service Organizations; Miss Mary E. Switzer, Office of the Administrator, and Mr. Mark McCloskey and Miss Helen Rowe, Recreation Section, of the Office of Defense Health and Welfare Services—Federal Security Agency; Mr. G. Ott Romney, Recreation Section, Work Projects Administration—Federal Works Agency; Miss Irene Dickson, Strong Residence—Washington Young Women's Christian Association; Mrs. Helen Duey Hoffman—Washington Housing Association.

Respectfully submitted.

MARY ANDERSON, *Director.*

HON. FRANCES PERKINS,
Secretary of Labor.

RECREATION AND HOUSING FOR WOMEN WAR WORKERS

Part I.—WOMEN WAR WORKERS AND THEIR NEEDS

Emergency Needs.

The present National emergency has necessitated a rapid remodeling of our regular economy into an abnormal set-up. Such development is essential for the National program of defense and war. This has had significant effects in the form of both benefits and hardships to the Nation's workers. Many workers are finding employment for the first time in years. Others are getting better jobs with higher pay. But all along the line large numbers of employees are having to cope, outside their places of work, with difficult circumstances which are beyond their control and to which it is hard to adjust unless the community shares the responsibility for making available the essential facilities. Thus the emergency has necessitated for large numbers of people not only different employment but different living conditions.

Women as well as men in the labor force have become involved in these unusual trends. Women as well as men are faced with difficult problems, concerned with living and leisure and arising out of their jobs or employment in areas with defense impacts. During the year and a half that the country was speeding up its defense production these problems were serious, but now that the Nation has been drawn into the war, and into what authorities agree will be a long hard war, these problems have become exceedingly acute. The situation for women promises to become even more complicated as the result of war, with its need for more and more men for military purposes and for more and more fighting equipment, since women must constitute a larger and even more important part of the country's labor supply in a steadily increasing program of production.

The rapid growth of plants to handle large war contracts—vast new industrial developments in small-town or rural areas—shifting and migration of workers occupationally and geographically—difficulties to individuals through a suddenly congested population in innumerable localities with inadequate facilities—greatly speeded-up production programs, with night-shifts and overtime—rising costs of living that cancel the higher wages now received by many men and women—demand for more and more workers on war production and fewer on manufacture of goods for civilian use—these are some of the trends that make up the country's current economic and social patterns, these are the problems that necessitate the planning of new programs to meet the needs of men and women workers in many communities.

Special Needs of Women.

Efforts are being made by many forces and agencies to help to solve the difficult questions pertaining to the workers' life and living outside their hours of labor. In all such plans and programs special attention must be given to the needs of women wage earners.

The Women's Bureau, charged with the responsibility of promoting the welfare of women as gainful workers at each turn of the economic cycle, today not only is advocating the maintenance of good standards in their places of employment, but is vitally concerned with the building up and safeguarding of satisfactory living standards for women in communities with defense impacts. For example, the Bureau stresses particularly the importance of adequate housing and wholesome recreation for women and girls, many of whom are at work away from home and family for the first time.

There is always the grave possibility that in a crisis like the present the supreme effort to turn out war equipment with phenomenal speed may divert attention from these matters. However, in a time of stress and strain comfortable living arrangements and the right kinds of recreation become doubly urgent. They are essential safety valves for fatigued bodies and frayed nerves. They help to maintain health and morale. And of equal or greater importance in the grave emergency, adequate facilities to guarantee to wage-earning women a well-rounded, healthful, normal existence are essential to production. It has been proved beyond question that unsatisfactory working and living conditions are direct causes of a decrease in output and an increase in labor turn-over, neither of which can be tolerated under the war program, and that inferior food militates against the health of workers that is one of the greatest assets in the war effort. Satisfactory conditions will maintain women's morale as citizens and as the mothers and homemakers of the Nation, and thus help to build up our inner defenses.

Women workers have certain needs and interests somewhat different from those of men that should be taken into account in the planning and carrying out of the emergency community program. Thus conditions acceptable to men are not necessarily adequate for women. Also, many women are found in the low-income brackets and have at all times striking needs for low-cost facilities for living and leisure-time pursuits. But now when large numbers of girls and young women have been drawn from their normal home environment into new localities, into suddenly expanded or greatly congested areas, the need is doubly challenging. Thus it is imperative that many women, whether temporary or permanent residents in industrially inflated communities, be given opportunity for the best possible social and economic adjustments during this emergency period.

Varied Needs of Women.

Meeting the requirements for women workers along the lines of housing, recreation, and other matters related to their health and social welfare calls for a many-sided program.

The problems as well as the solutions vary according to the several types of defense areas. These divide into the following main classes:

1. Large cities, which have many facilities, diversified but inadequate because of the expanded population.

2. Smaller cities and towns where existing facilities were or still are few, undiversified, and wholly inadequate for a suddenly increased population.

3. Sparsely settled and hitherto undeveloped areas converted within a few months into manufacturing centers, into which large numbers of industrial workers and service employees have been brought but which are totally devoid not only of facilities for normal living but of essential businesses and trades.

4. The suddenly expanded or newly developed environs of military camps and forts, which have inadequate facilities to meet not only certain needs of the men in service but the varied needs of large numbers of workers, particularly women, brought into the area by the mushroom growth of service industries.

Varied also are the types of women workers requiring accommodations for living and opportunities for leisure-time pursuits. Some of the women are employed in private factories and engaged on production of war materials of different kinds, many on monotonous, repetitive, tedious, difficult, and sometimes dangerous processes. Some women are employees of the United States in the Navy and War Departments and assigned to duty at military reservations, posts, or bases. Then there are the nurses with the armed forces and the workers in Government arsenals. Other women are employed in many of the congested areas as white-collar workers and in service trades, not all on so-called defense jobs but affected nonetheless by the emergency impacts. As many of the women are low paid and unable to meet rising costs of living, their need of the benefits of low-cost housing projects and recreation facilities is particularly acute.

In many situations a serious hardship for women is the lack of satisfactory or conveniently located eating facilities, even where effort is being made to house workers. In such places also the important question of wholesome recreation may be receiving scant, if any, attention.

Another emergency problem for a considerable number of women is long-distance commuting, which takes its toll in wear and tear and allows the commuters no time for relaxation or diversion.

These living and leisure-time needs of women workers vary in many cases with such personal factors as age, marital status, race, religion in some instances, and other requirements. The needs must be considered in relation to such working conditions as occupations, wages, time and length of work shifts, location of the place of employment, and transportation facilities to and from work.

Need for Standards.

With such a variety of communities and of women workers calling for programs to be planned and shaped specifically to widely divergent situations, no single pattern can be established for all localities. But the Women's Bureau has formulated certain general standards and policies, certain desirable procedures, in regard to the following aspects:

1. Recreation.
2. Housing.
3. Transportation.
4. Information on community facilities, and so forth.
5. Health and medical care.
6. Special social problems.

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Even the outlining of these general standards may prove useful as a guide to those responsible for adapting recreation and housing programs to local conditions. The most desirable plans for the community at its peak of activity may be wholly different from the pattern that must be followed to help women workers become adjusted while developments are still in the early or incomplete stages.

In each community of the types described a survey should be made of conditions and needs of women workers in the area. Such facts compiled by the agency responsible for the investigation point out the kinds of policies and procedures to be followed, that is, the remedial measures that must be taken to bring about improvement in certain community facilities essential to safeguard the women workers' welfare.

In a number of areas a survey has already been made by various agencies, Federal, State, or local. Thus in any community where an agency or other authority may feel the need of information on local conditions, a check should be made to ascertain whether such data have already been compiled by an agency and are available from such source.

For example, the Women's Bureau has made a survey in a number of communities, and is planning additional ones, as to the adequacy of local facilities, of the types under consideration, to meet women's needs.

During the course of the survey the Bureau has consulted various agencies and interests in the community as to possible improvements, and in its follow-up program has advised with those agencies—private or public, Federal, State, or municipal, National or local—that are best qualified to implement the Bureau's recommendations.

SUMMARY OF RECOMMENDATIONS

Special effort to help women war workers solve problems pertaining to their living arrangements and leisure-time pursuits is essential in many communities throughout the country.

The welfare program along these lines must be adapted in a practical way to community conditions and available facilities, which vary considerably from one type of community to another.

The program for women should be extended and improved, as community developments permit, to conform to the recommended standards and policies along broader lines.

The following outline includes general recommendations, also some specific standards, as related to two types of communities—rural areas and large cities. The other kinds of defense areas—small towns, camp environs, and so forth—may share with cities or rural areas the need for certain improvements, but also may have some additional requirements peculiar to their special circumstances.

I. Recreation Program.

A. *General Standards and Policies:*

1. The program should be adapted to women's needs and interests, in accordance with—

   a. Personal factors—age, marital status, race, religion, individual preferences and requirements.

   b. Employment factors—hours of work, time of work shift (with special attention to the evening and night shifts), wages, field of work (industrial, service trades, office work, professions), type of occupation (sedentary, repetitive, hazardous, highly skilled, requiring physical exertion or high degree of concentration, etc.), location of workplace.

   c. Variety of interests (for individual or group action)—to include activities of the following types: Physical (indoor and outdoor); passive and relaxing; mental, educational, cultural; creative and conducive to self-expression; social, with opportunities for association with men and with other local groups; and social service.

2. The program should give full opportunity for women to participate in planning and conducting their own activities, to develop leadership among themselves, and to cooperate as volunteers in service to the community where feasible.

3. The program should be carried on away and apart from workplaces, but agencies or forces responsible for it should receive cooperation from local industrial managements in all ways feasible.
4. Facilities should be conveniently located in relation to homes and workplaces.
5. The program should be adapted to individual communities, become a part of any existing general community program, utilize existing facilities and resources; and aim through provision of wholesome activities to eliminate undesirable commercial features.

B. *Additional Recommendations for Rural Areas:*

1. The initial program should aim to develop among community groups an understanding of women workers' needs; to secure cooperation of local agencies and groups; and to work toward a broader program as related to the over-all local efforts (with special attention to co-recreation with men).
2. The program should be conducted in connection with some sort of center (if only a room), conveniently located and equipped with all reasonable and possible facilities and those most desirable from the women workers' viewpoint, to include perhaps some kitchen equipment for their use in communities with insufficient and inadequate eating places.
3. In a community without a representative from the official defense recreation agencies, a local agency or group, possibly a woman's organization, should take the lead in starting a program, in consultation with such agencies as the Women's Bureau, U. S. O. agencies concerned with women workers (the National Board of the Young Women's Christian Association, National Catholic Community Service, National Travelers Aid Association), Office of Defense Health and Welfare Services, Work Projects Administration, and so forth.

C. *Additional Recommendations for Large Cities:*

1. A well-equipped, conveniently located center is desirable (with auditorium, lounge, facilities for games and athletics, library, writing desks, small rooms for club groups or individual private entertaining, facilities for "freshening up").
2. The program should avoid duplication of community facilities, but should make such available for women's

use (as swimming pools, tennis courts, school equipment, libraries, etc.) and on a co-recreation basis whereever feasible.

II. Housing and Eating Facilities.

A. *General Standards:*

1. All types of housing for women war workers should conform to standards essential for safety, security, health, decency, adequacy, privacy, cleanliness, and comfort.
2. Living quarters should be conveniently located in regard to workplaces and recreation facilities, and be in pleasant surroundings.
3. Room rent should not exceed 20 percent of a woman's income.
4. Safeguards should be set up in every community to control rents and to prevent other dangers from hit-or-miss room finding.
5. Single rooms are preferable, or double rooms with not more than two women, each with her own bed.
6. Rooms (whether in private homes, boarding or lodging houses, dormitories, etc.) should be adequately furnished (including a closet with lock or a locker preferably for each occupant) and should be properly heated, ventilated, and lighted.
7. Bathing facilities and toilets should be modern and in good repair, arranged to give necessary privacy, conveniently located and sufficient in number (in the ratio of a modern bath, or shower, and toilet for every 5 to 7 persons; a washbasin to every 4, unless there is running water in the bedroom, then 1 for every 7).
8. A place on the premises for entertaining guests outside the bedroom should be available.
9. Eating facilities of proper kind should be conveniently located, with satisfactory inexpensive meals.

B. *Additional Recommendations for Rural Areas:*

1. A campaign by local women's groups would help—
   a. To prevent discrimination against newcomers (particularly industrial women) in the community.
   b. To make available satisfactory rooms in private homes.
2. Improved types of housing projects for women are necessary—
   a. Preferably single units, low-rental dwellings (similar to family type) for occupancy by several women on a cooperative basis. (Permanent or demountable, according to locality needs.)

b. Any new multiple dwellings or dormitories to be of an improved type—

To be built in accordance with plans and standards recommended by women experts in the various agencies concerned with the housing program for women.

To include on the premises certain essential features for comfort and convenience, such as eating, recreation, leisure-time, and laundry facilities.

c. Existing dormitories to be made more livable, and, if devoid of eating, recreation, and laundry facilities, to have these essentials provided in an adjacent building to be erected by a Government or other agency.

3. Opportunity should be given for self-government by women occupants of a multiple dwelling (under the general supervision of the director of the dwelling).
4. Good eating places (with nourishing, inexpensive, appetizing food), sufficient in number and conveniently located, should be made available, and if necessary could be sponsored by proper local authorities or groups.
5. Arrangements for meals on a cooperative basis for women workers, where desired by them.

C. ***Additional Recommendations for Large Cities:***

1. Room-registration service of satisfactory type should be set up and operated in accordance with the most approved standards and with assistance of trained volunteers—

a. To encourage the renting of rooms in private homes.

b. To improve standards of boarding and lodging houses.

c. To help to control rentals.

2. Building of special houses or dormitories for women, or making available to women apartments at low rentals, is desirable if the need of such is revealed by a survey.

III. Other Welfare Problems.

A. ***Transportation Facilities*** in all areas should be—

1. Adequate to take care of a congested population.
2. Convenient for women in relation to homes, workplaces, and recreation facilities.
3. Set up to give special service for women on evening and night shifts.

B. ***A Health and Medical-Care Program*** adapted to meet the needs in various types of communities (under the auspices of health and medical agencies and authorities such as the Office of Defense Health and Welfare Services) should include wherever feasible and possible:

1. Education in regard to disease prevention, industrial hygiene, and first aid (carried on possibly in connection with a recreation program).
2. Adequate remedial care (including hospital facilities and out-patient clinic) in case of sickness, at nominal fees or with free treatment of women where necessary.
3. Group hospitalization and group medical care.
4. Special facilities (including visiting nurses and nurses' aides working under professional direction) for care of unattached sick women in homes of other people, lodging or boarding houses, or dormitories, when hospitalization is not possible or essential.
5. Training of volunteers for participation in health program.

C. ***Information and Social Case-Work*** of the following types are necessary:

1. Facilities of Travelers Aid Society in a community, or where it is lacking a program of similar services.
2. Special attention to problems of migrant workers—
   a. Including distribution at employment offices of a leaflet to give women essential facts about a new area, in advance of arrival there.
   b. Preventing migration of women ineligible for jobs in other areas.
3. Special facilities (including use of trained case workers) for meeting emergency social problems of women as newcomers in a community.

D. ***Adequate Child-Care Facilities for Working Mothers*** (on all three shifts) in accordance with standards established by the U. S. Children's Bureau should include:

1. Nursery schools, centers, etc. (conveniently located but not in plants) for children of pre-school age.
2. Playgrounds, leisure-time program, and supervision during after-school time for children of school age.
3. Other arrangements, such as day care in foster homes, housekeeper service, day and vacation camps.
4. Individual counseling service to mothers.

IV. Personnel and Other Forces Responsible for Community Programs.

A. ***Paid Directors*** (and their assistants) of projects for recreation, housing, etc., should—

1. Be trained and experienced in the special type of work they are directing, in group work, and in social case-work where desirable.
2. Be familiar with problems and needs of women workers.
3. Possess essential personality qualifications.

B. ***Services of Trained Volunteers*** are desirable, to assist in various types of projects, wherever feasible.

C. ***Cooperation of Local Agencies or Forces,*** including women's organizations (a State Federation might help where no local branches exist), can be especially helpful in making housing and recreation programs for women workers in their communities more adequate, through assistance of trained volunteers, in such projects as—

1. Operating a room-registration service.
2. Making duration dormitories more livable.
3. Helping to develop an existing recreation program, or initiating one in a community without such.
4. Sponsoring a publicity campaign to help the community understand the needs of women workers and to secure cooperation of local forces in making available essential facilities.

Part II.—STANDARDS AND POLICIES FOR A RECREATION PROGRAM

The most obvious phase of a special community program for women is recreation, or re-creation as it might better be called because of its broader connotation. Such activities pertain to the interests of a larger number of women workers than does any other of the special aspects considered in this report.

Practically every individual wants and needs some form of recreation or relaxation. The significance of recreation to the individual's well-being has been stressed by one authority as follows: "The function of play is to balance life in relation to work, to afford a refreshing contrast to responsibility and routine, to keep alive the spirit of adventure, the sense of humor, and that sense of proportion which prevents taking oneself and one's job too seriously, and thus to avert the premature death of youth, and not infrequently the premature death of the man himself." (25) [1]

Another authority asserts that "the use of the people's leisure is one of the three or four outstanding social and economic concerns." (11) He believes that a community should accept recreation as a governmental responsibility on the same plane as education, safety, and health. He points out that, in the past, recreational opportunities for women have been slighted, and that the problem should be studied and met "head-on."

Opportunities for play, relaxation, wholesome entertainment, self-expression, education are required and desired by all women workers. Particularly is this true in a time of National emergency and abnormal changes, when there is an increased strain and heightened feeling of insecurity. For many the need is greater because of the three-fold pressure of strange surroundings, overcrowding, and the speeding up of industry. For many girls away from home, employed in factories or at service jobs for the first time, the right type of recreation program is imperative and an inescapable community responsibility. It is not only beneficial to the women, in promoting their health, morale, and efficiency, but a valuable asset to the community in promoting better local conditions and contributing to the general public welfare.

At a conference on recreation called in July 1941 by Paul V. McNutt, as Coordinator of Health, Welfare, and Related Defense Activities, Mr. McNutt said:

> The leisure-time problems of our millions of defense workers are at least as urgent as those of the men in military service. Many of those coming into defense communities are young and away from home for the first time. Many of them are girls and women. Many of the older men have families with children. All of them are in equal need of wholesome, inter-

[1] Figures in parentheses refer to sources in reading list, Appendix A.

esting recreation. * * * progressive leaders in organized labor, business management, and municipal government have realized that "all work and no play" makes not merely "dull boys" but below-par workers.

The approach to the question of recreation used in the following discussion is the over-all set-up designated as "the program." This comprises various important factors: (1) The standards and policies formulated by various agencies to meet the needs; (2) the leadership; (3) the facilities, equipment, or resources; (4) the activities planned and carried out; (5) the procedures necessary to implement the standards, to secure or utilize facilities, and to develop leadership; (6) the practices conducive to community understanding and cooperation. The broad term "program" is discussed in relation to a number of important aspects involving in one way or another the several factors mentioned above.

The Program—

Should Be Based on Community Conditions.

1. The recreation program for women naturally will differ widely with the different types of communities. In some instances the program will vary as conditions in a locality change from the status quo at the beginning of the defense impact in the area, up to the peak of defense activities and related developments. In other communities, especially the smaller ones devoid of some of the facilities found in larger cities, all the recommendations that follow would not be feasible.

2. Plans may encompass—

A simple set-up in a newly developing community, requiring initial steps to be taken by a local recreation committee (see part V on procedures) for use of any existing facilities or establishment of those most feasible.

A more ambitious program in a community still in a transitional stage of development, through continuing effort to get increased cooperative participation by local interests and agencies or those in neighboring communities.

A fully developed program in a large definitely settled community, carried on in connection with a well-equipped recreation center, and utilizing all available resources of local, State, and National agencies.

A program in connection with special dormitories or housing projects for women to provide certain recreational facilities on the premises. (See part III, p. 26.)

The Program—

Should Be Adapted to Women's Particular Interests. (19)

Any recreation program for women must be planned to meet their varied needs and interests—

Along the lines of individual or dual activities, group or team activities.

At different age levels, primarily as young or mature persons.

In relation to the opposite sex.

Because of different marital status as single, unattached women, or married women seeking recreational opportunities together with their husbands.

On the basis of religion or race wherever desirable or feasible.

In view of other personal preferences or requirements due to physical condition of the individual, her mental development, educational background, and special proclivities as related to physical, mental, creative, social, and social-service activities.

The Program—

Should Comprise Varied Activities.

1. The program should be as broad in scope and as many-sided as possible. It should take into account the wide range of individual and group interests, and be planned in accordance with recommendations of experts (19) (20) in the field of recreation and group work. Care should be taken to give participants a definite share in formulating and carrying out the program, and to have full opportunity for co-recreation with men.

2. The program must be adjusted to particular circumstances and needs and should be based wherever possible on the following standards:

To permit women to derive pleasure as participants, spectators, or both, as facilities allow and individuals desire.

To include both outdoor and indoor activities, in relation to facilities available at home and away from home.

To give opportunity for physical activities—

Individual or dual activities (in which the individual plays by herself or with one other) such as hiking, golf, bowling, ping-pong, shuffleboard, skating, swimming, boating, tennis, badminton, croquet, and so forth.

Team activities, such as volley ball, basket ball, hockey, playground baseball, and so forth.

Group activities, such as gymnastics, folk dancing, outings, active indoor games, sports, and so forth, as listed above for two persons.

To provide passive relaxing entertainment, such as—

Music, motion pictures, plays, quiet indoor games, use of library facilities, and so forth.

To afford opportunities along lines of—

Mental tests—

Guessing, observation, accuracy games; card games; puzzles and tricks.

Cultural and educational interests—

Lectures, concerts, sight-seeing trips.

Classes of various kinds.

Workers' education courses (particularly to enable women and girls, some of whom are employed for the first time, to obtain information about, or understanding of, legislation pertaining to their employment).

To encourage creative effort or self-expression:

Group activities—

Singing, dramatics, discussions, forums, and so forth.

Individual activities—

Arts and crafts, playing musical instruments, singing, hobbies, and so forth.

To afford social activities:

With men—

Special parties, dances, outings, and in connection with many of the recreational performances listed above (with special effort to include men in the military services).

In women's and girls' clubs—

A series of meetings and suppers at regular intervals.

To arouse interest among the women in social service, as an altruistic form of recreation, particularly in connection with civilian and community needs in the war effort.

To provide the atmosphere and amenities of a home, as far as possible. (See discussion Part II, p. 18, as to provision of kitchen and laundry equipment and sewing machines.)

To arrange for week-end excursions and more extensive vacations in connection with special camps and lodges that may be available (for mixed groups when feasible).

The Program—

Should Have Modern Philosophical and Educational Approaches.

1. The program should be based on a clear understanding not only of the needs and integrity of the individual, her self-expression and development, but of the desire of groups for self-organization and collective action. (Such objectives are in line with modern trends among workers, particularly in connection with women's increased participation in the labor movement and their growing interest in programs sponsored by labor groups in an ever-broadening field.)

2. The program should be designed—

To permit women workers to formulate plans and conduct their own activities as far as possible.

To encourage the women to develop leadership among themselves.

To tap individual interests in building up group associations.

To develop a sense of social responsibility on the part of the group and the individuals comprising it.

3. The program should be developed with due consideration of the exceedingly limited incomes of the majority of women workers, but definitely should not follow the policy of providing entirely free recreation in all instances. A well-balanced program in this respect should include—

Use of free community facilities.

Opportunities for low-cost commercial recreation of a wholesome nature.

Development of specially organized, occasional activities on a no-expense or small-fee basis.

System of nominal dues for certain regular activities involving significant expenditures by sponsoring agencies.

The Program—

Should Take Into Account Employment Conditions.

1. The program should be developed with a sound physiological and psychological approach and scientific understanding of women's needs and interests as related to different types and conditions of employment. It must be remembered that as women in the same field of work comprise different types with varying educational backgrounds, generalizations as to types of desirable recreation are not advisable. In fact, care should be taken to avoid trying to classify women too definitely according to their recreation needs. A questionnaire as to kinds of activities preferred, to be answered by each individual woman for whom a program may be designed, would serve as a desirable guide. (21)

2. Special effort should be made—

To meet any different interests and inclinations of women in such diversified fields as professional, clerical, industrial, as revealed by the women themselves.

To meet the needs of women (on white-collar jobs, or in professional work such as nursing, or in service occupations) within the military camps. There will be a growing need to provide facilities for such groups as women become employed more extensively on jobs with the military forces.

3. The program should be adapted, with attention to job requirements—

To meet the needs of women on sedentary jobs. (Though some physical activity is desirable it should be adapted to the physical condition of the participants. It might better be of a pleasantly, than a violently, active nature. It should be play, not hard work. Activities such as hiking, golf, folk and social dancing, swimming, boating, and so forth might be preferred by some women, while young girls might find tennis, badminton, basket ball equally or more desirable.)

To meet the needs of women whose jobs require considerable standing or physical exertion. (Special effort should be made to provide activities tending to offset the physical fatigue but not necessarily to avoid all physical activity. Exercise calling into play muscles other than those used on the job, especially along the lines of the milder forms of bodily activity, should prove desirable and beneficial.)

To furnish for women who perform repetitive, monotonous, unskilled jobs, opportunities for types of leisure-time activities conducive to wholesome fun, gayety, excitement, and development of self-expression and initiative. (They should not be expected to engage necessarily in creative activities unless they wish to. Parties, dances, and outings with men, also physical contests of various kinds, may be of most interest and most desirable.)

To plan for women on operations requiring a high degree of concentration, the constant use of hands and eyes, or on processes involving considerable stress and strain, opportunities for essential relaxation, such as plays, motion pictures, music, group singing, mild games; folk dances; parties, dances, outings with men.

To give recreation opportunities to women on all work shifts, with particular consideration of those on the late afternoon-evening and the night shift. (Effort should be made not only to provide the most feasible activities of the types discussed but to secure cooperation from community facilities, such as commercial enterprises and educational institutions. A well-rounded program including co-recreation activities for these two more difficult shifts should be set up.)

4. Recreation facilities should be made available in convenient locations with due consideration of distance from workplace and living quarters, and of satisfactory transportation to prevent unnecessary waste of time and energy.

The Program—

Should Be Conducted Apart From Workplaces.

1. The program should be planned and carried on apart and away from workplaces. The program will prove to be of a more effectively recreational nature if not identified in any way with the job. There will be a definite break between work and play.

2. It is not the intention to discourage employers from taking an interest in recreation facilities for their employees, as in many instances the plant management is in a key position in the community to help initiate such a program.

3. It is recommended that the employer, instead of establishing leisure-time activities in or around the plant, help to develop a community set-up for such purposes through contribution of money or services. In places having no special agencies or organizations to develop a recreation program the management may well take the first step of calling together a committee to secure the cooperation of State or Federal agencies in regard to a local project. In any instances where a recreation program sponsored by the industrial management seems the only feasible arrangement in an emergency situation, the workers should be given free rein to plan and direct the activities.

4. Essential plant facilities, such as restrooms where women may relax during rest- and meal-period breaks in working hours, are essential for health and efficiency, and though re-creational are not to be confused with leisure-time activities.

The Program—

Should Be on a Community Basis.

1. Recreation plans for women workers should be part of a total community recreation program (18) or should be tied in with any existing recreation programs or plans in a community. Where nothing of the sort exists, those responsible for building up facilities for women should work toward the broader objective wherever possible, thus preventing their becoming a segregated group. The aim wherever feasible should be toward co-recreation as a normal wholesome program.

2. The program for women should—

Prevent undesirable duplication and unnecessary effort, thereby cutting down expenses.

Aim at the pooling for their use of all available local facilities, resources, and personnel connected with both public and private agencies in any way concerned with the matter of recreation.

Give ample opportunity for use of such community facilities as municipal auditoriums; athletic fields, swimming pools, skating rinks, tennis courts, golf courses; school and library facilities; women's clubhouses or clubrooms; church parish halls; union headquarters; and so forth.

Aim to coordinate most effectively all recreation facilities for women connected with special centers, housing projects, and local agencies in any way concerned with the matter of recreation.

Give full opportunity for association with groups having different interests in the community in connection with the various kinds of opportunities listed above.

The Program—

Should Be Conducted by Qualified Personnel.

1. One of the most vital aspects of the whole recreation program is the choice of the right types of persons to formulate, direct, and carry on the activities.

2. The program can be carried on most effectively through the use of both paid and volunteer workers.

3. Paid personnel should include—

A mature woman as program director who should have as many as possible of the following characteristics:

Experience as an executive.

Some training in group work along recreation lines and in social case-work.

Experience in working with organizations.

Ability to organize community resources, to visualize and utilize community potentialities.

Ability to use and supervise volunteers.

Familiarity with the problems and needs of women workers.

Pleasing, well-balanced personality.

Maturity of judgment and tact.

Sympathy with and understanding of people.

Ability to maintain emergency workers' morale to enable them to meet the trials of the present emergency and to develop spiritual resources among individuals.

A younger woman as assistant and program leader, with the following qualifications:

Considerable training in recreation work.

Ability to lead and direct groups and to secure cooperation.

Enthusiastic approach to conducting activities.

Pleasing and stable personality.

Program skills, such as athletics, arts, crafts, and so forth.

4. Volunteers (2) (36) can assist greatly in the program (particularly if identified with such organizations as local and State defense councils [affiliated with the Office of Civilian Defense], the Young Women's Christian Association, the National Catholic Community Service, and so forth) if they have the following qualifications:

Training along necessary lines.

Willingness to cooperate in many ways, particularly in securing interest and assistance from community groups.

Professional attitude toward standards of service.[1]

Sense of responsibility and dependability in carrying out assigned duties.

The Program—

As Related to a Recreation Center.

1. A well-rounded recreation program for women can be carried on to best advantage in conjunction with a well-arranged center permitting the many diversified activities already discussed as essential or desirable. The center may be set up for use of men also and for co-recreation activities, but under such circumstances care must be taken that women are allowed their full share in the use of resources. (In smaller communities where a large center would not be possible, much less elaborate headquarters, such as a room or two, could be provided.)

[1] See Appendix B, Code of Ethics for Volunteers, American Association of University Women, Washington, D. C., 1940.

2. The center should be planned and equipped for varied indoor and outdoor activities with—

Auditorium, lounge, library, writing desks; several small rooms for use by club groups or by individuals for private parties; gymnasium or room for such games as ping pong, basketball, and so forth.

Surrounding grounds (if space is available) equipped for picnics and such games as tennis, badminton, croquet, and so forth.

Use of the roof of the building (if in a congested city area) for such activities as parties, dances, picnics, sports, sun bathing. (This arrangement is particularly desirable for summer in warm climates.)

An outdoor or indoor swimming pool, if feasible and not elsewhere available in the community.

Provision of showers and powder-room for women to "freshen up" after physical exercise or on coming from or going to their jobs.

Provision of kitchen equipment for use of women, particularly in communities where satisfactory eating facilities are lacking and a limited number of women would like to prepare occasional meals.

Provision of sewing-machines and laundry equipment, since in many instances facilities are not available in connection with women's living arrangements.

3. The center should include sufficient equipment for a varied program, but should avoid unnecessary duplication of certain community facilities by planning for a cooperative program with all other local agencies concerned in any way with recreation. Women should be given opportunities similar to those given men for use of certain facilities when it is desirable for one sex to use them alone, as in basketball, hockey, baseball, and so forth.

4. In large cities where women live in rooming houses or private homes in which recreation facilities are not available on the premises, and which are located at some distance from a large center such as has been described, small neighborhood activities are desirable. These might consist of social affairs carried on in almost any place available—a school, church parlor, hall, and so forth.

The Program—

As Sponsored by Available Agencies.

1. The recreation program for women workers in defense areas should be a cooperative one utilizing all forces of the local community and the services of certain qualified and designated agencies as well as other groups and organizations that may be able and willing to participate.

2. Two agencies [3]—the Young Women's Christian Association and the National Catholic Community Service—of those comprising the United Service Organizations are specifically charged with certain responsibilities for providing recreation for women workers. These two agencies have been supplied with funds through voluntary contributions by the public, and with some buildings through Congressional appropriation, to carry on their work.

The Young Women's Christian Association works in military and naval areas with the large numbers of women and girls employed "behind the

[3] Only the activities of these two agencies and the other agencies discussed that relate to women workers are mentioned.

lines" and the wives and families of service men. It works in industrial defense areas with an ever-increasing constituency of women and girls employed in defense plants, and the wives and families of defense workers, who in some instances may be employed women. The work with these new groups is not in competition with the regular industrial and business girls' programs of the Association. To the contrary, it is hoped that the "on-going" program may be enlarged and strengthened by the U. S. O.'s contact with these thousands of workers. Basic to a successful emergency program like that of the U. S. O. is a strong and vigorous "regular" industrial program which in many communities is aiding extensively with the emergency program. (38) (39) (40) (41)

The Women's Division of the National Catholic Community Service is assigned the responsibility of providing leisure-time programs for women and girls employed in war industries, wives and families of war industries workers or of servicemen, who are living in overcrowded communities away from home, family, and friends. This agency gives to such persons working on three shifts, who in the emergency often are forced to put up with accommodations in trailer camps, boarding houses, and with inadequate recreation facilities, opportunities not only for recreation but for a variety of other services along the lines of education, culture, personal and spiritual guidance, and efforts "to dispel loneliness and fill leisure hours with pleasant play and companionship." (14) (15) (16) (17)

8. Other agencies are officially involved in one way or another with recreation for women because of the scope of their programs. The most important of these and the ways in which they cooperate are:

The Women's Bureau, U. S. Department of Labor, charged with the responsibility of promoting the welfare of women workers and formulating standards and policies to improve their working conditions, increase their efficiency, and develop opportunities for their profitable employment. It acts in consultative capacity to employers, workers, and other groups and agencies seeking guidance in regard to all needs and interests, including those along recreation lines, of women workers. (30) (31) (32) (33) (34) (35)

The Office of Defense Health and Welfare Services, Federal Security Agency, concerned with the fields of health, welfare, social protection, family security, education, and nutrition. In this agency is a recreation section that is devoted to the question of recreation needs as related to defense workers and their families, with the many ways and means of meeting such needs, and which offers expert guidance along the lines of recreation. It has a special field staff serving in such capacity. (1) (2)

The Office of Civilian Defense and its affiliated State and local defense councils, a part of the broad program of which is to furnish, through the use of volunteers, assistance in a recreation program for defense industry workers along a variety of lines, such as: Preparing a list of current amusements and of available recreation facilities; organizing athletic contests and planning outings; providing increased recreation facilities in the community; preparing a magazine and book collection for community centers; serving as hostesses, chaperons, dancing partners, and so forth; acting as leaders for all sorts of interest groups such as sewing, cooking, art, music, drama, crafts, and so forth; acting as leaders for adult discussion groups on current topics; teaching a variety of subjects such as current events, citizenship, art and music appreciation, and so forth. (36) (37)

The Work Projects Administration, Federal Works Agency, which has included as part of its normal program activities the providing, in communities, of recreation programs and facilities or supplementing such efforts of local agencies, and developing leadership for recreation; and which has extended its recreation program to meet war needs. The latter includes efforts to provide adequate recreation for women industrial workers with special recognition of the needs of night-shift workers; provision of recreational opportunities for women in trailer camps, congested or emergency housing areas, and evacuation situations; extensive and widespread organization of women and girls to serve as dancing

partners and chaperons at dances for men in uniform. (6) (7) (8) (9) (10) (11) (12)

Certain agencies (prior to February 24, 1942, see p. 27) charged with responsibilities for management of defense housing developments, such as the Housing Management Division of the Federal Works Agency, the United States Housing Authority (13), the Farm Security Administration, the Tennessee Valley Authority, and the War and Navy Departments. In connection with the building and operation of low-cost defense housing projects, they were concerned with provision of certain recreation facilities for the occupants of such houses or dormitories. These occupants may include single or married women workers in many instances.

4. Various community agencies may become definitely involved in a recreation program for women, either through cooperation with the agencies listed above as specifically charged with developing such a program for women defense workers or defense workers in general, or through taking the lead (in the absence of such agencies).

Some of the most usual of such community agencies are—

A regular community recreation set-up or other civic organization.

Other U. S. O. agencies (the Y. M. C. A., Jewish Welfare Board, the Salvation Army) that may be operating in a community devoid of Y. W. C. A. or N. C. C. S. representation.

Schools.

Women's clubs or organizations. (These can render particularly helpful and valuable service in a cooperative program, or may be the most desirable force in many communities for taking the lead in a recreation program for women.)

Churches or social agencies.

PART III.—STANDARDS AND POLICIES FOR A HOUSING PROGRAM

From the viewpoint of women as defense workers and newcomers to a community, a place in which to live may be an even more urgent question than a recreational program. They may, if forced to do so, be able to draw to some extent on their own resources for amusement and leisure-time pursuits; but they cannot build a place in which to live, and only in very rare instances can they assume responsibility for having a home built. They must, therefore, depend on housing facilities available in the neighborhood or nearby. To be sure, in some areas many of the women are regular residents or commute only a short distance, but others are forced to travel in some type of conveyance back and forth for an unduly long distance. In view of the required rationing of automobile tires, commuting may have to be discontinued by large numbers of workers.

Thus, in many localities with suddenly expanding industry and the influx of thousands of workers from other areas, the plight of many women migrants is serious and calls for immediate action to enable them to make suitable living arrangements.

In the emergency period even more than in normal times, inadequate and indecent homes threaten the welfare of individuals and of the community as a whole. Today good housing is one of the greatest bulwarks in preserving morale, health, and efficiency of women workers. It helps to foster content among them, and to prevent labor turn-over, with its slowing down of production.

Housing is more than shelter. It should mean satisfactory living conditions for women workers, guaranteeing them safety and security and conforming to standards of decency, cleanliness, health, adequacy, comfort, and convenience. Living quarters should be attractive and in pleasant surroundings. Women need satisfactory shelter at a price they can afford to pay, and such standards are possible without material addition to expense.

Adequate housing of women workers calls also for some facilities on the premises for recreation and relaxation, if possible, since a number of women after a day's work may not wish to seek diversion outside their home.

As already pointed out, the emergency has injected certain new and acute problems into the housing situation for both women and men as migrant workers. However, since many men going from one neighborhood to the other take their families with them, they are more likely to derive benefits from defense housing in the form of desirable family dwellings. Women should not be made to feel that they are "a problem group" or that they are being regimented into some undesirable housing set-up.

Communities differ considerably as to housing possibilities for women from other localities. Wherever private facilities or enter-

prises are not able to meet the need, the Government assumes responsibility for the housing program.

> The basic policy of defense-housing program is that no defense activity shall be retarded because of lack of housing and no American worker shall be forced to live in substandard conditions while carrying on duties vital to the defense of his country. (22)

A Place to Live—

In Relation to Types of Housing and General Standards.

1. Satisfactory living quarters for women workers may be of the following types:

> Rooms in private homes.
>
> Rooms in boarding or lodging houses.
>
> Dormitories, whether remodeled buildings, new permanent buildings, or temporary demountable structures.
>
> Defense single-unit dwellings.

2. Authorities on budgets consider that a fair charge for living quarters is an amount not in excess of 20 percent of the worker's income.

3. The question of standards adequate in all respects for any type of living quarters for women is complicated by too many technicalities for exhaustive treatment in this connection. Any structure should be in accordance with modern scientific building codes. (24) It should meet all specifications in regard to safety and fire regulations.

4. Irrespective of type of accommodations there are certain general specifications as to rooms and premises that should be met to guarantee, for women occupants, decency, adequacy, and safety. These essential minimum standards may be summarized as follows:[4]

> A private single room if possible or a double room with not more than two women (with separate beds).
>
> Room to be of sufficient size to permit essential activities by occupants (who in some instances may not have regular use of a living room).
>
> Privacy to be guaranteed, by having any door leading into the room provided with lock and key and the room not to be used as a passageway to another room.
>
> For ventilation of the room, at least one window that will open, overlooking a street or yard but not an airshaft; and cross ventilation by means of a second window, transom, or shuttered door, if possible. (In most climates windows should have screens.)
>
> Proper heating arrangements.
>
> Electric lighting in the room, adequate for reading or sewing at night. (A portable light for use at dresser, table, or bed is a convenience.)
>
> A closet or wardrobe that can be locked, preferably one for each occupant.
>
> Minimum furniture and furnishings to conform to the basic principles of combination of colors and designs, and to include—
>
> > Bureau or chest of drawers; one for each person in double room.
> > One or more chairs, at least one an upholstered chair; two or more chairs in double room.
> > Desk or small table.
> > Rug or floor covering.

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[4] This summary is based largely on the specifications for living quarters contained in a joint report of the Bureau of Home Economics, U. S. Department of Agriculture, and the Women's Bureau, U. S. Department of Labor: Factors To Be Considered in Preparing Minimum-Wage Budgets, pp. 12–14.

Window shades or curtains.
Bed with good spring and mattress, clean and free of vermin; a bed for each person in double room.
Blankets, the number depending on climate. Bedding should be clean.
One or two clean sheets a week per person, decision to be made on the basis of local custom.
One clean pillow case a week per person.
Two clean turkish bath towels, two clean hand towels, one bath mat a week per person; more may be specified.

A modern bath (or shower) and toilet in good repair, on the same floor with the room, for every 5 to 7 persons; 1 washbasin to every 4 persons, unless there is running water in the rooms, when the ratio may be 1 to 7.

General cleanliness of room and premises, with frequent and regular cleaning by management.

Facilities on premises and privileges for laundering of clothes, preferably apart from a bathroom.

A place on premises for entertaining guests elsewhere than the bedrooms.

A Place to Live—

Available Through Room-Registration Service.

1. A definite service rendered today by local agencies in many communities with defense impacts where there has been a large influx of workers is a listing of available living quarters—houses, apartments, rooms. Such an emergency set-up, generally known as Room-Registration Service, has been established to function in addition to or in cooperation with any existing facilities of this type such as those that for years have been sponsored by the Young Women's Christian Association, the Travelers Aid Society, and the National Catholic Community Service in many places. Considerable effort should be made, and is being made generally, to have all available quarters carefully inspected, and listed only if they meet certain standards; and to control rentals from soaring as demands for rooms increase.

2. Great care should be taken to provide suitable places for occupancy by young, unattached women as newcomers to a locality and thus to prevent the dangers of hit-or-miss room finding. The Y. W. C. A. has been working on the problem for years; the standards which it has developed are listed below as a helpful guide to all who may be concerned with this problem:

Minimum Standards for Y. W. C. A. Room-Registry Work Include—

I. A committee, whose members are familiar with housing facilities and needs in the community, who shall be responsible for—

a. A thorough investigation of all houses having rooms registered with the Y. W. C. A.

b. The establishment and maintenance of an adequate list of those rooms which are known to be *suitable* living places for girls and women.

c. Reinvestigation of all registered rooms systematically and periodically (about every six months).

d. Helping to raise *standards* of rooming and boarding houses.

e. Demonstrating an interest in the welfare of the girls and women placed through the registry.

f. Check-up with those referred to rooms or with landladies on whether rooms are taken.

II. A staff member, even though one carrying other work, who shall be responsible for directing the room-registry work and who shall—

a. Work with the committee on methods and standards of investigating.

b. Supervise the interviewing of applicants—those seeking roomers and those seeking rooms (day and evening hours).

c. Supervise investigation or actually do the investigating of rooms.

III. Equipment should include—

a. Space for interview free from interruptions.

b. Records—

1. For every house listed, a record card or blank giving name, address, personnel of family and roomers (number, sex, approximate ages), number and kinds of rooms (double and single), number of bathrooms, privileges offered, description of neighborhood, house, and landlady, references, name of investigator, date and space for later reports, and permanent referrals.

2. For each applicant to whom an address is given, a card with name, address, occupation, parents, or name and address of person to call in case of emergency, employer and references with their addresses, houses to which referred.

3. Blanks to be sent to references.

4. Blank to use in referring an applicant to a proprietor or owner.

c. Statement of standards, as understanding between landlady, roomer, and Y. W. C. A., and some information about the Association.

IV. Ways of cooperating with—

a. The Association residence and other organized homes.

b. Other Association departments.

c. Churches.

d. Other community agencies.

3. The cooperation found in some communities between any general room-registration service and the Y. W. C. A. or the N. C. C. S. might well be imitated in others.

4. Additional desirable procedures for providing suitable rooms for unattached women.

Careful preparation of a standard schedule[1] for use by inspectors.

The setting up and sponsoring of an association of boarding-house and lodging-house keepers in a community to serve as a clearing house and educational medium for the members, and as a means for developing and maintaining better living standards and sounder business techniques for such houses.

Attention to the rates of rooms registered to see that they do not exceed 20 percent of the income of those seeking this service.

The compiling of special registries according to the religion and race of those having rooms to rent, for the use of applicants for rooms who in many instances may desire this type of information.

[1] See Appendix C, Y. W. C. A. Standard Schedule.

A Place to Live—
In Converted Buildings or Dwellings.

One policy advocated by housing authorities calls for careful consideration in those communities where it may be feasible to follow through on it. This is the possibility of converting certain existing buildings into a multiple dwelling for women. In connection with such projects every effort should be made to conform to the general and particular standards recommended in this discussion.

A Place to Live—
As Related to Multiple Dwellings.

1. The influx of large numbers of young unattached women into boom towns, into a suddenly developed industrial project in a sparsely settled section, or into other defense areas leads local authorities to face the need and possibility of special housing projects for women. The most obvious type is a dormitory or multiple dwelling. Such a structure may be built either for permanent or for temporary use, depending on the type of community. Some authorities believe that the needs of defense housing *now* might serve to some extent at least the permanent needs of the community *later*.
2. Dormitories for women, when sponsored by a business concern, should be on a limited-income or small-profit basis if the structure is planned for women at low-income levels of $35 or less a week, or even for those in the somewhat higher brackets.
3. The most desirable type of multiple-dwelling units for women of low incomes would seem to be one sponsored, financed, constructed, and operated by the Government or U. S. O. agency on a self-sustaining basis (if for temporary purpose) or on a self-liquidating basis (if for permanent use).
4. A special type of housing known as "duration dormitories" has been sponsored by the Government (planned, built, and operated by the Farm Security Administration) as temporary shelter for inadequately housed or unhoused women and men in designated defense industries. These are demountable, multiple-dwelling units. This type has been erected in, or planned for, a number of sparsely settled areas now devoted to war industries. Such units will be removed as soon as adequate private and more permanent defense housing units are available, though it is possible that the majority of these temporary structures may be needed throughout the emergency period. This type of dormitory has certain desirable features but it also has had some definite limitations. For example, restrictions of the act appropriating funds for this program have meant that the agency delegated to handle these projects was able to do very little directly to provide recreational or eating facilities and equipment.

A Place to Live—
In Low-Cost Dormitories with Adequate Standards.

The site of a dormitory should be carefully selected in regard to convenience of location. The site also should be carefully developed, since the emergency may continue for some time.

The general standards discussed on page 22 should be conformed to in the dormitory set-up. Certain additional recommendations related to obvious needs of women living on a multiple-dwelling basis are as follows:

A single dormitory [6] to be limited to accommodations for 50 to 60 women.

Bedrooms to be largely single ones, at least 8 feet wide by 12 feet long, and 8 feet high; with possibly a few double rooms of at least 11 feet by 12 feet; preferably all equipped with running water.

Rent per room set on a 20-percent-of-income basis, to run from a weekly rate of about $2.40 for a $12-a-week worker to $5 or $6 for a $30-to-$35-a-week worker; or somewhat higher rates for more desirable facilities, such as larger room or semiprivate bath.

Small lavatory units with curtains or partitions surrounding tubs and showers to give privacy.

Toilets to be separate from bath facilities.
Bathrooms and toilets conveniently located to all rooms.

Laundry room with stationary washtubs, drying racks, ironing equipment.

Recreation facilities (preferably within the dormitory) to include—
A large general lounge, attractively and adequately furnished.
Several small rooms or cubicles for individuals to entertain visitors.
Some library facilities.
Space for parlor games.
A kitchenette for use at parties.
Recreation facilities of the above types, if not available in dormitory, to be supplied by means of an adjoining hut.

Outside space adjoining the dormitory for relaxation in warm weather and for games and so forth.

Eating facilities to include—

A comfortable, attractive, nonprofit cafeteria within or adjoining the dormitory to make meals easily available.

Inexpensive, nutritious, appetizing, well-balanced meals, at a set rate per meal or per week, the cost of meals to be separate from room rent.

Some provision within or near dormitory for cooperative meal preparation by women who might prefer such arrangement, especially if a conveniently located cafeteria or other type of eating arrangement is not available.

Adequate dormitory staff to include—

1. A director (a mature woman), responsible for management, upkeep, planning of policies and social program, with—

Experience in institutional, club, or project management.

Preferably some knowledge of social work, and of work with groups and individuals.

Ability to handle financial matters.

Familiarity with problems and needs of women workers.

Pleasing personality.

Mature judgment, tact, and understanding of people.

Ability to get along with people.

Ability to help make a success of a program of self-government by the occupants.

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[6] Some authorities in favor of including in the same housing unit both men and women admit that such arrangement would cause additional problems, but believe its advantages would more than offset the disadvantages.

2. An assistant to director, a younger woman with—
   Experience in group work.
   Some training along recreational lines.
   Adaptability.
   Pleasing personality.
   Interest in people.
3. A desk clerk with—
   Experience in business.
   Ability to meet people.
   Pleasing personality.
   Interest in people.
4. A housekeeper.
5. Sufficient maid and janitorial service.

Self government by occupants so that rules and regulations would be self-imposed and administered (in cooperation with the director as the counselor).

Special provisions for workers on evening and night shifts to include—

Arrangements for preventing noise during their sleeping hours and for promoting sociability for them during waking hours.

Desirable recreational activities and eating arrangements during their nonworking hours.

A Place to Live—
In Low-Cost Family Dwellings.

1. In communities where defense housing projects make available at low rentals family dwellings, either of a permanent or of a temporary type, some women workers as members of families occupying such homes might have satisfactory living quarters. Where there might be a surplus of such dwellings and a substantial number of women in need of living quarters, houses of this type could be assigned to unattached women, three or four living in a single unit on a cooperative basis, sharing the regular rental costs set for the project.
2. Another possible housing arrangement for a considerable number of unattached women workers might be, instead of multiple dwellings, a series of single dwelling units, possibly in the form of apartments, definitely constructed for occupancy by single women, several living in a unit on a cooperative basis.
3. In a series of such units, were recreational facilities provided as part of the project, women would have access to them.

A Place to Live—
And Agencies Responsible.

The over-all agency responsible for defense housing projects is the National Housing Agency established by President Roosevelt in an Executive order (February 24, 1942), merging all existing Federal housing activities. Prior to this date all matters pertaining to defense housing were centralized and passed on by the Division of Defense Housing Coordination (23), with other housing agencies participating in the program in various ways (24).

The room-registration services in the various communities operate usually as part of the local defense council, wherever such exists. Or this type of service may be carried on by some other community agency or authorities. (See Part III, p. 23.) All such services make considerable use of volunteers adequately trained for inspection and so forth.

Commercial enterprises also may be responsible for a defense housing project, and may be permitted to borrow from the Government a large proportion of the essential funds for construction.

Local and State agencies or organizations, and also Federal agencies concerned with the welfare of women workers, have an important stake in the housing program for women to see that their needs are adequately met. (See agencies listed in Part II, p. 18.)

Women's organizations in a community may make a very material contribution, if they assume the responsibilities not only of room-registration services but of helping to make dormitories more livable and more complete. For example, where dormitories are devoid of recreational and eating facilities, the lack may be supplied through the cooperative efforts of such local organizations in raising money for equipment, and recruiting services of volunteers for operation, and so forth.

Part IV.—OTHER WELFARE PROBLEMS AND SUGGESTED SOLUTIONS

As already indicated, various other social and economic problems as related to their living arrangements develop for women workers in defense areas and necessitate carefully worked out remedial programs. For some aspects the community itself may be largely responsible for formulating and carrying out plans. For other matters cooperative efforts between agencies in the community with the influx of women workers and agencies in the areas from which the workers come will produce the best results. Only a few of the most obvious problems will be touched on here.

Questions of—

Transportation.

Transportation is a matter so closely related to housing, recreation, and place of work, and is such an essential factor in satisfactory living arrangements, that it requires special attention.

Development of satisfactory transportation facilities for women workers calls for—

A survey by community forces (sponsored possibly by the local industrial managements) on the location of work establishments, living quarters of various kinds, and recreational centers; as well as on the problems of women employees in relation to their work shifts.

Establishment of a good local transportation system with special effort to prevent women workers from being fatigued or inconvenienced by long waits for conveyances, or walking long distances, or using at night lonely stations and stops, or walking unsafe stretches.

Arrangement for cooperative use of private automobiles among workers commuting from the same directions.

Cooperation from volunteers in a community who may be willing to furnish automobile transportation to help workers on different shifts to avail themselves of recreational facilities.

Questions of—

Information and Social Welfare.

1. Informational and social-welfare services should be provided in each community, particularly those characterized by an influx of defense workers. One of the U. S. O. agencies, the National Travelers Aid Association, is charged with this responsibility, which is of great importance to women as migrant workers.

The Travelers Aid Societies (operating at railway and bus terminals, ports of entry to cities or to the country, and so forth) provide even in normal times, through their various services, valuable assistance to unattached women, who in many cases are young and inexperienced. The movement of people (including many women) as a result of the defense program necessitates increased services at points where the societies are functioning and new services in places with recent concentration of population.

The agency's available information on housing, recreation, churches, medical resources, pertinent legislation, and so forth, proves especially helpful to women as newcomers to a community.

The agency's protective travel service and its distinctly individualized help on a social case-work level mean much to women in meeting various types of emergency or solving their social problems.

Since such cases generally involve more than one locality (the point of departure and point of arrival), a strong chain[7] of services must be maintained to prevent any possible breakdown in care.

2. The information service might well include distribution of popular leaflets containing pertinent facts to women workers before they arrive in a community (informing them, for example, of the requirement that they bring their birth certificate as proof of citizenship when coming for a job in a defense plant). Such a service would help to reduce the problems of women recruited for employment in a strange locality, and also to prevent undesirable migrations of women not eligible for such types of available employment.

3. A broad social-service program to help unattached women workers make satisfactory adjustments in a new community could be developed through the cooperative efforts of various local agencies, such as the Travelers Aid Society, the local defense council (where such exists), civic or social agencies, women's organizations, labor unions, schools, churches, and so forth. Such a service could be greatly facilitated through volunteers in the capacity of trained case workers.

4. Efforts should be made to create among the regular residents of a community better understanding of the needs of industrial women as newcomers to the community, and to prevent any social discrimination against them—to have it understood that in the present conditions production in the factory is as important to the life of the Nation as service at the Front, and the welfare of the production workers as important as that of the fighting forces.

5. Use should be made of all local publicity mediums to arouse community interest and cooperation in regard to the welfare of women workers.

Questions of—

Health and Medical Care.

1. A program to promote the health of unattached women workers and to aid them in getting proper medical care is a desirable service to be set up and carried on by community authorities.

2. The program should be based on replies to such questions as:

Are there sufficient hospital facilities to warrant a group hospitalization plan?

Are there adequate out-patient clinics in health departments and community hospitals?

Are diagnostic facilities available especially for tuberculosis, venereal diseases, and cancer?

3. A health program should be sufficient in scope to provide edu-

[7] Such a chain is now made available in some 2,000 communities in the United States by the regular Travelers Aid Societies, the cooperating representatives, and the TA–USO units organized for the defense program. See (22) in Appendix A for further information.

cation in regard to first aid, disease prevention, and remedial care in cases of sickness, at nominal fees or free treatment for women if needed. (3) (4) (5) Especially valuable would be industrial hygiene services in State and local health departments.

4. The program could be established and maintained under the auspices of certain committees of the local defense council concerned with health, volunteer services, and so forth. Such local committees wherever they exist have a working relation with the Office of Defense Health and Welfare Services through its regional offices and committees. If a community has no local defense council it should apply to the regional Office of Defense Health and Welfare Services for advice on what can be done in the health and welfare field.

5. The management of local industries might make available some medical and nursing care to their women employees when away from the plant as well as when on the job. Programs of medical care could be worked out in cooperation with plant physicians and/or nurses.

6. The program should include, wherever feasible and desirable:

Services in connection with dormitories—

First-aid equipment and trained persons in charge. (Possibly the assistant to the director or some of the occupants. The Red Cross could be called on to train women in first-aid work.)

Provision for care of occupants when confined to their rooms because indisposed, though not ill enough to go to a hospital.

Arrangements for serving them meals in dormitories without a dining room as the responsibility of some member of the staff or a community service.

Some nursing care by industrial, public health, or community visiting nurses and nurses' aides working under professional direction.

Services in connection with recreational centers—

Lectures on health, hygiene, social diseases.

Talks on nutrition.

First-aid courses.

Development of group hospitalization for women in connection with their places of employment wherever feasible. Group medical care also may be possible to develop, either with the Group Hospitalization Association or separately.

Maintenance of a neighborhood clinic sponsored by public and private medical authorities, and available to women workers unable to finance essential medical care.

Training of volunteers for participation in the health program for women workers, along the lines listed above.

Questions of—

Child Care for Working Mothers.

Working mothers who cannot make arrangements for adequate care of their children by relatives or friends should be given assistance in accordance with recommendations by the Children's Bureau, U. S. Department of Labor. (29)

Community plans should include—

Individual counseling service to mothers already employed or planning to enter employment.

Day care in accordance with recommended standards as to personnel, equipment, and procedures, to meet the needs of children of all ages—

For those of pre-school age—nursery schools, centers, and so forth (conveniently located but not in the workplace) under the auspices of some recognized agency in the community and under the supervision of some government unit.

For those of school age—playgrounds, leisure-time program, and proper care and supervision when not at school.

Other forms of care—day care in foster homes, housekeeper service, day and vacation camps.

Adequate care of children of mothers on evening or night shift.

Part V.—PROCEDURES TO EFFECT SATISFACTORY PROGRAMS

The question of procedures for developing and carrying on the several types of recommended programs has been discussed to some extent in the preceding sections. As the question is complicated by the various Federal, State, and local government agencies and by the different private organizations with national and local set-ups that are or may be participants, some concluding suggestions as to procedures may be helpful.

The soundest procedure is for some authority or socially-minded group in an area to take the initial step to arouse the community into surveying the needs of women workers and in setting up the essential operating committees for the several fields discussed. Altogether there are a great many communities with war industries employing women, and the problem is a steadily growing one. The communities vary so greatly in needs and available resources that many different approaches to the problems of women are possible.

In some of the sparsely settled areas involved in a program of industrial development, the plant management may be the first force to become aware of the need of initiating a program centered on the interests of women workers and is the logical one to take the first step in having local committees set up. In other communities a group of workers may take the lead most effectively, or in some instances a woman's organization or group of organizations may well be the force to give the original impetus and often the continued driving power.

The committees set up in an area, whether on recreation, housing, health, or social welfare, should in each case be made up of representatives from all local agencies or interests in any way concerned with the question. Such committees may or may not become organized into a local defense council, but they can develop some method of relating their interests and activities. Needs of the community should be reported to State or Federal Government agencies and the cooperation of such agencies secured in various ways to promote the most desirable programs for women workers in relation to their living arrangements, leisure-time pursuits, and all other important social and economic problems in a particular community. From the National public and private agencies are available information, recommendations as to procedures, standards, and policies, and more definite assistance in various forms, including an allotment from certain general funds appropriated or contributed for different phases of the over-all defense and war program. Though the Federal agency or National organization may in some instances be responsible for the spending of the allotted amount in the community, whether for constructing a housing project, building a recreation center, or developing some other important aspect, the community and all its component groups derive the benefit.

Thus the program is a cooperative one all along the line. It is made broader and sounder in any one community because simultaneously, in thousands of other communities throughout the United States, more or less similar programs are going forward and being tied into the vast network of activities to safeguard the interests of the workers and citizens of the Nation, to protect this democracy against attacks from without and within, and to develop it into a stronger, truer democracy than ever before.

APPENDIX A

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APPENDIX B

CODE OF ETHICS FOR VOLUNTEERS

As a volunteer, I realize that I am subject to a code of ethics similar to that which binds the professionals in the field in which I work. Like them, I assume certain responsibilities and expect to account for what I do in terms of what I am expected to do. I will keep confidential matters confidential. I interpret "volunteer" to mean that I have agreed to work without compensation in money, but having been accepted as a worker, I expect to do my work acording to standards, as the paid staff expect to do their work.

I believe that all work should be carefully analyzed in order that work methods may be standardized. I believe that people should be studied in order to determine what jobs they can do and like to do and that, as far as possible, they should be assigned to jobs they can do well and enjoy.

I promise to take to my work an attitude of open-mindedness; to be willing to be trained for it; to bring to it interest and attention. I realize that I may have assets that my coworkers may not have and that I should use these to enrich the project at which we are working together. I realize also that I may lack assets that my coworkers have, but I will not let this make me feel inadequate but will endeavor to assist in developing good teamwork.

I plan to find out how I can best serve the activity for which I have volunteered and to offer as much as I am sure I can give, but no more. I realize that I must live up to my promises and, therefore, will be careful that my agreement is so simple and clear that it cannot be misunderstood.

I believe that my attitude toward volunteer work should be professional. I believe that I have an obligation to my work, to those who direct it, to my colleagues, to those for whom it is done, and to the public.

Being eager to contribute all that I can to human betterment, I accept this code for the volunteer as my code to be followed carefully and cheerfully.

American Association of University Women
Washington, D. C., 1940

APPENDIX C

STANDARD ROOM-REGISTRY SCHEDULE USED BY YOUNG WOMEN'S CHRISTIAN ASSOCIATION

Address_____ Telephone_____ Car_____ To_____
Name_____ Nationality_____ Church_____
Last name First name
No. in family____Adults {Men____ Women_ Children {Boys____ ages_____ Girls____ ages_____
Husband's occupation_____ By whom employed?_____
Are you employed?_____ By whom?_____
What arrangement is there for showing rooms in your absence?_____
Have you a lease?_____ When does it expire?_____
How long have you lived at your present address?_____
Please give your previous address_____
Permanent____ Transient____ No. accommodated____ No. rooms____{single____ double____
Rate per {month week Single {Rm_____ Rm. and bd____ Double{Rm_____ Rm. and bd____
Rate per day, Single {Rm_____ Rm. and bd____ Double {Rm_____ Rm. and bd____
Board in vicinity_____ Keys for rooms_____
Heat_____ Light_____
Ventilation _____
Accommodations for men_____ women_____ children_____ couples_____
Parlor privileges?_____ Use of piano?_____
Housek'p'g privileges?_____ Extra charge?_____
Laundry privileges?_____ Extra charge?_____
Rooms cared for by lodgers?_____ by hskpr?_____

	Location	No. of persons using	Used by both sexes	Condition
Bath				
Lavatory				
Toilet				

Houses listed with the Room Registry must meet the following requirements:

I. The house should be in charge of a responsible person who shall—
   a. Give satisfactory references as to personal character.
   b. Satisfy herself as to the moral character of persons admitted as roomers.
   c. Answer as fully as possible all questions asked in the questionnaire.

II. The house should have clean rooms with adequate furnishings (where rooms claim to be furnished), heat and light and necessary sanitary conveniences.

III. The house should have a common parlor.

Everyone listing rooms with the Room Registry is asked to subscribe to the following:

I agree to notify the registry immediately upon renting any of my rooms, whether through the efforts of the registry or otherwise.

I agree, further, to make no claim against the Association if for any reason my house should become unsuited to the needs of the registry and my name be removed from the list.

Date_____ Signed_____

Please give the names and addresses of two persons, not relatives, who have known you at least two years, one living in this city.

Name	Street	City
Name	Street	City

Character of neighborhood:

General description

House: appearance, condition_____

Rooms: cleanliness, furnishing_____

Landlady: type, appearance, sense of responsibility_____

Grade of house_____ Visited by_____ Date_____

○

Survey Shows How Women War Workers Live

For humanity and for efficiency, the living conditions of women war workers are of vital importance. Are the absolute essentials to existence—wholesome water, nourishing food, and adequate shelter—readily accessible to them? In addition to these, what safeguards are provided for the well-being of body, mind, and spirit among this army of women recruits to war industries?

During late 1941 and early 1942, Women's Bureau agents visited 22 areas, typical war industry locations, to find first-hand answers to these questions. The Bureau's primary concern in normal times with the welfare of employed women now has vastly increased significance. For on the welfare of the individual worker in war plants hang alike the community good and the sustained production lines of war materials. Yet it is found that in most places community cooperation in the sharing of facilities, and the voluntary contribution of leadership and personnel to solve grave living problems among in-migrating women workers, have been slow to develop.

Efficiency Requires Wholesome Living

Heavy turn-over of workers has resulted in some places from impossible living conditions. Commuting from nearby points in private autos is being reduced as tire and gas rationing becomes effective and old cars wear out. In many areas, however, attention is being given to solution of the transportation difficulty, since it is the key to related problems of housing, food supply, and recreation facilities.

The unattached woman going into a strange community where work is unfamiliar and strenuous, hours are irregular due to frequent change of shifts, living conditions uncertain or wholly unsatisfactory, is in sore need of friendly services from those already on the ground if she is to give her best to the work she has been brought there to do and be released at the end of the emergency with increased rather than depleted capacity.

Some areas that support numerous war industry plants have also huge military training centers. Several of these very properly provide for social welfare among service men yet give scant attention to similar services for women enlisted in production of essential war equipment. Rooming facilities in desirable homes frequently are open to men but closed to women, or extended to women only at higher prices. Even where rooms are rented to women, meals in the neighborhood often are not available.

Sources of Woman Labor for War Plants

Who are these women that the Nation is training and housing to fill the gaps in manpower on the war machine? Some communities are supplying reserves from their own permanent residents—women from farms and small towns who have not earned wages before; women from adjacent industrial centers no longer employed on peacetime production; women from poorly paid occupations in service trades, shops, and stores; teachers, high-school students, and young women from sheltered home backgrounds, eager to help in the country's war program.

But the majority of war industry areas, for various reasons, must draw women from outside communities, even other States. Publicity reports attract thousands to the plants in search of work, many of whom cannot be employed. Thus another problem is created for temporary shelter, food, transportation. Steady recruiting in other sections by plant management brings large numbers of women to the work location. Some war plants prefer married women employees; a few favor the single woman; most of them have no fixed policy about marital status.

How many women are in war plants? This can be answered only in proportionate figures, but reports show a range of from 30 to 80 and even 90 women in every 100 employees at peak production, the percentage depending on the type of article made.

Women Workers and the Community

Among the few areas that had made little or no effort toward assimilating war workers into the community life or assuming any responsibility for their welfare, open resentment at the intrusion of newcomers appeared in at least one; divided political authority produced a stalemate on sanitation improvement in another; smug complacency marked influential groups in some. One or two settled back, resolved "to let the Government do it."

In most areas numerous agencies and organizations, as well as some capable individuals, are grappling with the solution of welfare problems, but they are handicapped in many places by lack of personnel or of funds. Housing, sanitation, hospitals, schools, recreation centers, and day nurseries have been made possible in numbers of communities through Federal aid alone, or in conjunction with local organized effort.

Homes for Women War Workers

Since many plants are in sparsely populated areas, large temporary housing developments are built to accommodate workers and their families. Trailer camps used by construction crews are held over for plant workers; low-cost group housing projects of permanent character are built for

SOURCE: Labor Information Bulletin - August 1942

rent to employees. The need for housing large numbers of unattached workers, both men and women, brought relaxation of the Federal provision that these facilities should be occupied only by families, so that now groups of unattached women may cooperate in renting the low-cost units if not in demand for families. Also, dormitories of temporary construction are being built under authority of the Farm Security Administration where it is evident they will be needed for in-migrating workers. Separate groups for men and for women are provided, and the lay-out may include a combination cafeteria and recreation hall for both groups; sometimes also a clinic or dispensary.

Arresting highlights appear in the field reports. In many instances girls are reported overcrowded in the limited number of rooms available to them. Some of the earlier dormitories for women did not include food and recreation facilities. In a few cases the dormitories are miles distant from the plant and transportation is inadequate for the numbers employed as well as poorly timed for late shifts. Women employees in some areas could find accommodations in desirable homes but the location of the plants made crosstown transportation necessary, for which no facilities were available. Light housekeeping in private homes is rarely permitted. The few restaurants in sparsely settled communities are overcrowded, their staffs depleted, and sanitary conditions sometimes poor. Drug stores, taverns, and beer joints are reported well patronized by young women in a few areas, as these places are often the only ones available for eating and lounging. A few areas showed increased juvenile delinquency. Girls 14 to 16 years of age come to plants, cannot be employed, later become community problems.

However, minimum standards of living comfort now have been set up, so new plans for women's dormitories insure pleasant and healthful environment for workers when off duty.

Prices of food are reported as fairly reasonable in most areas. Rentals were jumping and in some communities had become exorbitant; but the O. P. A. is acting to curb rents through "freeze" orders.

Plan Recreation Programs

Recreation programs adapted to the special needs of women occupy a majority of the community agencies now functioning. Some difficulties are the lack of transportation, frequent change of workshifts, week-end absences, lack of trained volunteer leadership, lack of centers and equipment, community opposition or aloofness. On the other hand, several areas are outstanding for the blending of community and war-worker talents into a well-rounded program for all concerned. The W. P. A. provided leadership, organization, and training for service in recreation programs in many areas visited.

Plant management in some areas is showing its concern for the welfare of women employees by providing trained personnel and equipment to care for their essential and cultural needs. These include eating facilities and medical care at the plant, assistance with housing and transportation, and social and recreational planning. In practically all areas plant management is cooperative with local agencies active in these fields.

Manpower Policy as to Working Mothers

The following has been issued by the War Manpower Commission:

The expansion of the war-production program, as well as the increasing requirements of our armed forces, necessitates the maximum utilization of our labor resources. In many areas the lack of adequate housing and transportation facilities compels full use of the local labor supply. These considerations make it necessary to employ large numbers of women in gainful occupations useful to the war effort. Steps are already being taken to provide for the recruitment and training of additional women. Prospective war-production schedules indicate that this program will have to be considerably expanded and intensified. In carrying out this program for utilization of women workers, it is important that to the maximum extent normal family life be preserved and maintained.

To promote that end, and to promote the effective mobilization and maximum utilization of the Nation's manpower in the prosecution of the war, the War Manpower Commission hereby declares the following basic policies:

I. The first responsibility of women with young children, in war as in peace, is to give suitable care in their own homes to their children.

II. In order that established family life may not be unnecessarily disrupted, special efforts to secure the employment in industry of women with young children should be deferred until full use has been made of all other sources of labor supply.

III. Barriers against the employment of women with young children should not be set up by employers. The decision as to gainful employment should in all cases be an individual decision made by the woman herself in the light of the particular conditions prevailing in her home.

IV. Whenever it is found that women with young children are gainfully employed in essential activities, or that the labor requirements of essential activities have not been

met after the exhaustion of all other sources of labor supply, and that to meet such requirements women with young children must be recruited, it is essential that:

(*a*) Such women be employed at such hours and on such shifts as will cause the least disruption in their family life; and

(*b*) If any such women are unable to arrange for the satisfactory care of their children at home during their working hours, adequate facilities be provided for the day-care of their children during working hours. Such facilities should be developed as community projects and not under the auspices of individual employers or employer groups.

Women's Place in War Labor Forces

In munitions manufacture, women comprised in the early summer 38 to 50 percent of the total work force in different plants making ammunition; 10 to 20 percent in firearms manufacture; 13 percent in the making of sighting and fire-control equipment; only 5 percent in the making of tanks and parts. Widespread differences were found, however, among firms manufacturing the same type of product. Of persons added to the labor force throughout the country in all types of occupations from May to June, 40 percent were women, according to monthly reports of the Work Projects Administration.

Questions as to the extent to which women may be employed in actual practice, the numbers of women potentially available, the way in which they may be fitted into the war effort, are vital ones, and numerous surveys are attempting answers.

On the basis of the increase of women workers in the first 6 months of 1942, nearly 2 million more will be added during this year, most of whom will be new workers, reaching a peak of over 15 million women. It is estimated that about 3½ million of these employed women, as compared to 1½ million in the spring, will be on war work.

Enormous advances in the proportions of women employed are shown in typical reports from individual plants as to the ratio of women to all personnel (exclusive of office employees) a year ago, this year, and as estimated for next year, according to preliminary returns from a questionnaire submitted to 1,000 management executives by Modern Industry. In three-fourths of the establishments women already are employed, or preparations for their employment are being made. The following may be selected to show the situation in a variety of companies:

	Percent of women in total		
	1941	1942	1943
Instruments	10	35	60
Aviation	1	15	65
Electrical	6	9	35
Pharmaceutical	45	55	75
Tool and die	2	2	20
Machinery	0	10	50
Hosiery	65	75	80

Questions as to plant policy indicate that the "all women" department is disappearing. Differences in job classification in some cases separate men and women, but in half the plants they work side by side.

As employment builds up to the war peak, a larger proportion of the new employees are women. In Michigan, employment decreased from October 1941 to April 1942 due to conversion to war production, priority, and other factors, according to reports from 723 identical plants surveyed at those dates by the State Department of Labor and Industry. The ratio of women generally had increased where total employment had risen, had remained about the same where employment changed little, and had declined in industries that had lost 10 percent or more in employment.

Women are being employed in greater and greater numbers in the Philadelphia area in the aircraft industry, as well as on lighter types of machine operating and assembly work in munitions and electrical goods industries, according to a recent survey made by the Wharton School, University of Pennsylvania. Increases in employment of women are expected to continue, and more women than men will work in several plants now being built. Girls are taking jobs in war industries where women previously have found but little employment opportunity. This situation in woman employment is of very recent development, since up to May 1942 women had been newly employed to only a limited extent in the Philadelphia area, and appointments of women had been relatively less than in a similar period in World War I. In upstate Pennsylvania, especially in the Reading and the Scranton and Wilkes-Barre regions, relatively large numbers of women with industrial experience have been without jobs or employed only part time.

Besides war-plant employment of women, girls now are replacing boys in such jobs as wrapping and packing in stores. The boys are taking better-paid machine jobs, and there is an exceptional demand for boys of 18 and 19, far beyond the available supply.

Evidence of tightening of the labor market is seen in increased wage rates and earnings affecting most types of work, even domestic day workers. From January 1941 to March 1942, average hourly

earnings increased in every important industry group in the Philadelphia area (except cigars and tobacco), most markedly in the war industries. Average hours of work increased in every case.

A survey of potential war workers in St. Paul, Minn., made by the Employment Stabilization Research Institute in March 1942, found practically 26,000 persons not in the labor force but willing to work. Almost 21,000 of the total were women; 4,900 of the women could work only if day-nursery service were provided. In May the number of persons in the labor force, defined as "all persons with jobs plus all those seeking work," was 120,000, one-third of whom were women. Of these women, 1,118 were out of a job and seeking work, 611 were in Government emergency work, and 407 had part-time jobs but were seeking more work. Among the St. Paul manufacturing industries of types that can engage many women are—to mention only a few—meat products, apparel and accessories, and printing and publishing.

A registration of women was taken in Oregon in February. This State has a large seasonal demand for agricultural workers, and a shortage was anticipated. However, there is little manufacturing in the State that would afford industrial jobs for women. The three large occupational groups of registrants were: Service, 34½ percent; clerical, 22; agricultural, 12. Only about one-sixth of all registrants were actually employed at the time. Of the women not employed, those most likely to be available for work were about 15,000 single women 18 to 45 years of age and nearly 40,000 married women, in the same age groups, with no children. As many as 88,000 who registered were over 45.

Best Practices for Women War Workers

The war situation demands increased efficiency on the part of women workers. Certain of the employment conditions necessary to secure such efficiency are well known from long industrial experience with women workers. These are for the most part observed as best practice in plants that have been accustomed to employing women.

Managements that are now for the first time putting women on the force are continually calling on the experience of the Women's Bureau for advice as to problems they are newly meeting. To aid workers and employers alike in knowing what conditions of work will develop the greatest efficiency of these new women employees, the Women's Bureau is issuing a series of leaflets giving recommendations as to the best practices known. Some of these deal with meal and rest periods, night work and shift rotation, hazards on abrasive-wheel jobs, necessary washing and toilet facilities for women, and guides for wartime use of women on farms.

Rest and Lunch Periods for Women

It is obvious that the human body must have sufficient fuel if it is to achieve the best in performance. The lunch recess should be long enough to allow the women to leave the workroom, wash, eat a well-balanced meal, and have a few minutes for leisure. It is well established that better nutrition means better work. At least 30 minutes is needed, and more may be required if lunchrooms are inadequate to serve the expanding force with dispatch or are inconveniently located in relation to workrooms, especially if the workers are exposed to harmful substances calling for very thorough washing and perhaps change of clothing.

Rest periods of 5 or 10 minutes in the middle of a work spell increase health and output. A tryout must determine the best rest pause. Requirements will vary with the nature of the work and the length of the day. Employees cannot maintain output under excessive speed-up. In an unbroken 4 hours a worker necessarily pauses for several minutes an hour. Time lost by such pauses is reduced by organized rest times.

Night Work and Shifts for Women

Night work should be used only as the lesser of two evils in a war emergency—the other being long overtime hours on a day shift. However, the ill effects of night work can be lessened by measures to protect the health of night workers, including adequate lighting, time and facilities for a hot meal, health supervision, attention to transportation, and so forth.

Where three 8-hour shifts are worked many employers have adopted the plan of rotation of shifts in order to distribute among all workers the burdens of night work. The most effective time to remain on one shift has not been fully determined, and variations are necessary with the individual, type of work, and so on. Some authorities recommend changes every 4 to 6 weeks, others every 2, 3, or 4 months. If changes are too frequent, workers fail to become settled in a regular rhythm of work, sleep, and recreation. On the late shift especially it takes time to accustom oneself to daytime sleeping.

Periods at which fatigue shows itself most severely are found to be in the first days after going on night work and again at a time about a month or 6 weeks later. It is difficult to suggest

an invariable rule, since conditions are very unlike and authorities of today differ in their recommendations. The one point of agreement is as to the disadvantages of night work. The Women's Bureau recommends that:

1. Night work should be used only as an emergency measure.
2. When night work is necessary, all possible measures should be taken to protect the workers' health.
3. In regard to the rotation of shifts, change should be made (1) not too frequently, (2) not at intervals so long as to develop chronic fatigue.

Women who have never done farm work undoubtedly will be needed to meet a shortage in agricultural labor, especially at temporary peak seasons when perishable crops must be gathered rapidly to be saved. Actual needs will vary from place to place, and determination of requirements and recruitment of workers should be carried on under supervision of two agencies—the Department of Agriculture and the Employment Service. Where the fact of a shortage has been established, women in the community should be drawn upon first, and only when actually needed should outside workers be brought in. Standards of employment should be established. These should include reasonable hours, one day of rest in seven, a fair wage that will not undercut existing rates, the necessary transportation, sanitary and comfortable housing facilities, and supervision if young women must live in camps or dormitories. Local women's organizations may be of great help in the recruitment of women and the establishing and maintaining of standards. They should work in close cooperation with State and Federal agencies.

Women's Work Hours in British War Industries

British policy on wartime hours of work for women has aimed at maintaining hours short of the point where lowered productivity and absenteeism menace an all-out program. Two principles have been observed in relaxing hours: (1) That considerably longer hours can be thought of only as a "spurt" that cannot be continued indefinitely, and (2) That exceptions to the Factories Act of 1937 must be made in a regularized fashion and on an individual-firm basis.

A plant securing the permission of the District Inspector of Factories may be exempted from the hours provisions of the Factories Act, according to the latest order [1] by the Minister of Labor and National Service under the Defense Regulations. This Hours of Day Work in Factories Order allows increased hours during the daytime only, and this only with individual permission. Even then a maximum is fixed. This brings to four the number of general Orders now in force which provide for work schedules outside those permissible under the Factories Act. They apply to engineering and allied trades, cotton spinning and doubling, flour mills, and industry generally. A fifth order, affecting the hours of employment of women and young persons in potteries, was revoked on May 3, 1942.

According to the newest order,[1] Sunday work is banned, periods are set within which the workday must fall, and rest periods are required. The maximum for women and young persons of 16 and over is 55 hours a week, 10½ hours on any weekday and 5 hours on Saturdays or, when specially approved, up to 8. The pressure of war orders on plants, the transfer of their labor supply to munitions factories, and the employment of women on men's work side by side with men is the cause of this order. This lengthening of maximum hours is expected to be temporary, to meet the present extreme emergency. A large aircraft manufacturer reported recently that in his experience a week not longer than 40 to 46 hours constituted the best period for maximum production. Beyond that time production does not increase and the women employed are subject to cumulative fatigue.

On April 28, 1942, the emergency order that covers most munitions workers was extended indefinitely. It applies to engineering, metal, motor vehicle, aircraft, toolmaking, electrical cable, wire rope, and shipbuilding firms. It allows the District Inspector to authorize four types of scheme: (1) Three shifts of 8 hours each; (2) Two day shifts of 8 hours; (3) Day and night shifts; and (4) Extended day work. The first two usually average 45 hours a week for the workers; the last two are limited to 60 hours. Outside of the general emergency orders, individual permissions may be obtained directly from Ministry of Labor headquarters. Over 1,000 of these were in force at the time of the last Annual Report of the Inspector of Factories, and presumably the number has increased since.

[1] *The Hours of Day Work in Factories (Women and Young Persons) Order, 1942. Ministry of Labor Gazette, February 1942, p. 54.*

Stabilization Pact Proves a Success

The voluntary agreement of the Building Trades Unions of the American Federation of Labor, consisting of 1,500,000 members, to stabilize wages for the duration so as to prevent inflation, is working out successfully, and will continue to do so, the Wage Adjustment Board has reported to Secretary of Labor Perkins. The Board, of which Assistant Secretary of Labor Daniel W. Tracy is chairman, was set up with the approval of President Roosevelt to adjust wage rates under the agreement of May 22 which went into effect on July 1.

"The agreement was criticised at the time of its announcement on the ground that the building trades would rush through increased rates prior to the July 1 deadline," the report said. "An approximation of our experience would be that only about 1 percent of all building trades wage agreements so far concluded in 1942 represent an attempt upon the part of the union to obtain a wage increase because of the imminence of the July 1 date. The other increases were simply the annual renewal of contracts which would have been made without regard to the agreement.

"Of those 25 to 30 examples of attempting to 'beat the gun' which have come to our attention, the majority of claimed increases has not been recognized and those which were recognized have been cases where the wage rate in effect was more than 12 months out of date and was considered by all parties to be out of line with the prevailing scales. This means that the building trades wage stabilization agreement has been entirely without inflationary effect so far as concerns the 38-day interval between its announcement and the stabilization date.

"The actions of the Wage Adjustment Board, created by your order, might be thought to have an inflationary possibility, in that the Board has power in specified types of cases to recommend that adjustments after July 1 be recognized. The record of the Board proves that any such fear is unfounded. In the six weeks of its existence, only 29 cases have been referred to the Board for adjustment. Of these 29 cases 23 have been disposed of. In only five instances has a wage adjustment been granted.

"These adjustments for a specific craft in each of five localities have been entirely inconsequential. The specific increases recognized are: (1) 12½ cents an hour for carpenters in Pine Bluff and Stuttgart, Ark., in order to attract the necessary labor from out of the State; (2) 12½ cents for 3 of the 4 classes of operating engineers in Norfolk, Va.; (3) 6¼ cents for asbestos workers in Norfolk, Va.; (4) 10 cents for 3 of the 4 classes of painters in Charlotte, N. C.; (5) 12½ cents for 2 of the 4 classes of painters in Dayton, Ohio.

"Accepting the actual record of the Wage Adjustment Board as more persuasive than any speculation as to its effect, it is plain that no inflationary consequences are to be expected from its action."

Secretary Perkins expressed great satisfaction with the report "because it proves such voluntary agreements are workable and anti-inflationary." She said that the agreement is the only one covering an entire industry in existence at present which provides for stabilization of wages for the duration of the war.

In addition to Chairman Tracy the members and alternate members of the Wage Adjustment Board are: Representing the Building Construction Trades Department of the American Federation of Labor: John Coyne, President Building Construction Trades Department; Harry C. Bates, President Bricklayers, Masons and Plasterers International Union; Robert Byron, President, Sheet Metal Workers International Union. Alternates: Morris C. Hutchinson, first vice-president, Brotherhood of Carpenters and Joiners of America; E. J. Brown, President International Brotherhood of Electrical Workers; John Rooney, President Plasterers' International Association. Government Contracting Agencies: Navy Department—Lt. Charles D. Pennebaker; alternate, Comdr. J. R. Perry; Defense Plant Corporation (R. F. C.)—Morton McCartney; alternate, B. H. MacNeal; War Department—Lt. Col. Clarence D. Barker; alternate, Lt. Col. James T. O'Connell. Carl R. Schedler is Executive Secretary of the Board.

RECOMMENDATIONS OF COMMITTEE ON COMMUNITY FACILITIES FOR WOMEN WAR WORKERS

I. Procedure

A. That the Women's Bureau give to National offices of Women's Organizations information about problems of women workers in defense areas as early as possible, these offices to transmit it to State or local groups. The local groups in turn will send information back through the National offices to the Women's Bureau, which will take up local problems with the proper Governmental authorities.

B. That Women's Organizations see that women are represented on local Defense Councils and that women's needs are adequately presented, especially in relation to housing and recreation.

C. That Women's Organizations interpret the problems of industrial and service workers to their communities with particular emphasis on housing needs; and the reason for the concern of the U.S.O. and Government agencies about recreation for industrial workers. A budget survey of girls' salaries and expenditures would help in this interpretation.

II. Housing and Eating Facilities

The Committee makes the following recommendations concerning housing:

A. That Defense Housing Units for women workers be considered by the Housing Coorinator, which will provide for privacy, and the essential facilities, such as laundry, cooking, etc.

B. In Government-constructed dormitories for women, the director should be a woman who should have had training and experience in working with individuals and groups; who should have a knowledge of organizations; be able to act as a public relations person with the community. There should be self-government and a minimum of supervision.

D. Housing authority take responsibility for seeing that adequate eating facilities.

E. Where there are groups working on different shifts that there should be separate buildings for recreation and eating facilities to make possible unbroken rest.

F. That National Organizations urge their local groups to consider the establishment of a Fair Rents Board.

III. Recreation

The Committee makes the following recommendations concerning recreation:

(1) That women's needs be included in the planning.

(2) That women workers be included in local recreation committees as soon as possible.

(3) That recreation programs include the community as a whole.

IV. Transportation

Recommended that attention of both Federal and Local agencies be called to the transportation needs of women workers.

Note: It is understood that these recommendations represent the consensus of opinion of the members of the committee, without previous consultation with their directing boards.

CLASS OF SERVICE DESIRED			
DOMESTIC		CABLE	
TELEGRAM		FULL RATE	
DAY LETTER		DEFERRED	
NIGHT MESSAGE	✓	NIGHT LETTER	
NIGHT LETTER		SHIP RADIOGRAM	

Patrons should check class of service desired; otherwise message will be transmitted as a full-rate communication.

1213-B

WESTERN UNION

CHECK
ACCT'G INFMN.
TIME FILED

R. B. WHITE, PRESIDENT — NEWCOMB CARLTON, CHAIRMAN OF THE BOARD — J. C. WILLEVER, FIRST VICE-PRESIDENT

Send the following message, subject to the terms on back hereof, which are hereby agreed to

Dec 11 19 41

To Ann Landers

Street and No. Women Bureau U.S. Dept of Labor

Place Washington D.C.

Can meet you at Cincinnati on Wed. Leaving Friday Aft. Will not have return Ticket until I arrive and find after meeting Both Northbound

(Hyman Lee)

HOTEL BELLEVUE

THE QUICKEST, SUREST AND SAFEST WAY TO SEND MONEY IS BY TELEGRAPH OR CABLE

From: Information for New Employees
Office for Emergency Management
Personnel Office Dec. 1941 pp. 2 and 3

A PLACE TO LIVE

Suggestions on living arrangements.—Single employees whose monthly salaries range from $90 to $120, who have not already made plans to join friends in apartments or private houses, are advised to obtain board and room either in a boarding house, club, or with a private family. Cost will range from $35 to $60 a month. Rent for a single room without meals, is from $20 to $35; a single room, with private bath, without meals, from $35 to $50; for a double room, from $15 to $20 each; for a double room, with private bath, from $20 to $25 each. The variation in price is dependent on both location and quality of furnishing.

A minimum for properly balanced meals purchased at restaurants and cafeterias is $1 a day. Light breakfasts can be obtained at lunch counters or drug stores for from 15 to 25 cents; while dinners are available at from 40 to 60 cents in cafeterias, and from 60 cents to $1 in restaurants and tea rooms/ Many large Government buildings have cafeterias which serve excellent lunches for 25 cents.

Married persons in the above salary brackets are advised to look for furnished light-housekeeping rooms. Two rooms, with kitchen space and shared bath facilities, will rent for from $35 a month up.

Approximate rentals for apartments are as follows:

	Furnished	Unfurnished
1 room, kitchen, and bath	$45-$70	$37-$58
2 rooms, kitchen and bath	55-80	45- 75
3 rooms, kitchen, and bath	70-100	60- 90
4 and 5 rooms, kitchen and bath	80-150	70-125

Women's Bureau
U. S. Department of Labor
Washington

October 6, 1941

Labor Supply Division of Office of Production Management
Arthur S. Flemming, Director

Organization:

Divisions:
- Training Within Industry Branch
- Priorities Branch
- Labor Relations Committee
- Minorities Advisor
- Negro Employment

Cooperating Organizations:
- Women's Bureau
- Bureau of Labor Statistics
- U. S. Employment Service
- Defense Training Branch, F.S.A.
- Division of Training and Reemployment, W.P.A.
- National Committee on Apprenticeship, Div. of Labor Standards
- Div. of Research and Statistics, Bureau of Employment Security

Twelve Regional Labor Supply Committees:

Region I (Boston)	- 6 New England States
II (N. Y.)	- New York
III (Philadelphia)	- Pa., Del., N. J.
IV (Washington)	- Md., Va., W. Va., No. Carolina
V (Cleveland)	- Mich., Ohio, Ky.
VI (Chicago)	- Ind., Ill., Wisconsin
VII (Birmingham)	- S.C., Ga., Tenn., Fla., Ala., Miss.
VIII (Minneapolis)	- Minn., Iowa, Nebr., N. D., S. D.
IX (Kansas City)	- Mo., Ark., Kansas, Okla.
X (San Antonio)	- La., Texas, New Mexico
XI (Denver)	- Ariz., Utah, Colo., Wyo., Montana, Idaho
XII (San Francisco)	- Washington, Oregon, Nevada, Calif.

Functions:

The Labor Supply Committee is concerned with the following matters -

1. Labor displacement is regarded as the most serious problem.

   Industrial area surveys are necessary to determine the employment situation in non-defense and defense plants. After such surveys skills in plants where unemployment will occur must be compared with skills required in expanding defense plants. Re-training may be necessary before people can be shifted from one plant to another. Where such a shift cannot be made, the Regional Labor Supply Committee should notify the National Labor Supply Committee which will certify the community to the Contracts Priorities Division of O.P.M. and the Army and Navy to try to obtain preferred treatment for the community. Engineering plant surveys have and are being made by the Contracts Distribution Division of O.P.M. District ordnance offices have displays of Army orders and also a shopping list for employers.

2. Recruiting or securing qualified help for defense industries.

3. Best possible use of man-power.

   This involves the placement of women in jobs which they can do as well or better than men; also labor conditions, and supplementary training.

4. Best possible use of pre-employment training facilities.

5. Transfer of persons from non-defense to defense activities.

Labor Dept.
Women's
Salaries and Expenses

Files

TELEGRAM

Oct. 30, 1942

Mr. Chester I. Barnard, President
United Service Organizations Inc.
Empire State Bldg.
New York, N. Y.

SORRY OTHER APPOINTMENTS KEEP ME FROM YOUR MEETING NOVEMBER FIFTH BUT WOULD LIKE WOMEN'S BUREAU REPRESENTED. WOULD YOU LIKE MISS MARTHA ZIEGLER WHO HAS DONE MUCH ON COMMUNITY SURVEYS OR SOME OTHER MEMBER OF WOMEN'S BUREAU STAFF WHO IS ACQUAINTED WITH SUBJECT.

MARY ANDERSON

MA:IS

WESTERN UNION

WESTERN UNION

WESTERN UNION

WUV39 TWS PAID 3

NEWYORK NY OCT 30 955A

MISS MARY ANDERSON WOMENS BUREAU US

DEPT OF LABOR

WILL APPRECIATE WORD BY WIRE TODAY POSSIBILITY YOUR SPEAKING

USO FIELD SUPERVISORS CONFERENCE NEWYORK THURSDAY NOON

NOVEMBER FIFTH. HOPING YOU CAN ACCEPT

CHESTER I BARNARD PRESIDENT.

SOU

1014A

YOUNG MEN'S CHRISTIAN ASSOCIATIONS THE NATIONAL CATHOLIC COMMUNITY SERVICE THE SALVATION ARMY
THE YOUNG WOMEN'S CHRISTIAN ASSOCIATIONS THE JEWISH WELFARE BOARD THE NATIONAL TRAVELERS AID ASSOCIATION

United Service Organizations, Inc.

EMPIRE STATE BLDG., NEW YORK, N. Y.

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WOMEN'S BUREAU
OCT 27
DEPARTMENT OF LABOR

October 26, 1942

Miss Mary Anderson, Director
Women's Bureau
United States Department of Labor
14th Street and Constitution Avenue
Washington, D. C.

Dear Miss Anderson:

The first week in November the entire Regional Staff of the USO, that is the USO Regional Executives and the Agency Supervisors will be in New York for a staff meeting. At that time we will be discussing all of the problems in which USO is interested and concerned.

We should like very much to have you meet with us on Thursday, the fifth, for luncheon at the Pennsylvania Hotel and speak to the group about those phases of the program of the Women's Bureau which are of greatest concern to our organization. We are extremely anxious to have the benefit of your experience and will greatly appreciate your arranging to meet with us that day.

I shall look forward to hearing from you.

Sincerely yours,

Chester I. Barnard

President

October 29, 1942

Mr. Chester I. Barnard, President
United Service Organizations Inc.
Empire State Bldg.
New York, N. Y.

My dear Mr. Barnard:

Your letter to Miss Anderson of October 26, has been received in her absence from the city and will be given to her on her return, tomorrow, October 30.

Sincerely yours,

Secretary to Miss Anderson

IS

THE YOUNG MEN'S CHRISTIAN ASSOCIATIONS
THE YOUNG WOMEN'S CHRISTIAN ASSOCIATIONS
THE NATIONAL CATHOLIC COMMUNITY SERVICE
THE JEWISH WELFARE BOARD
THE SALVATION ARMY
THE NATIONAL TRAVELERS AID ASSOCIATION

File

Comm. Needs

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Jay A. Urice
Theodore Voorhees
Thomas J. Watson
Frank L. Weil

October 2, 1942

Miss Bertha M. Nienburg
Women's Bureau
United States Department of Labor
14th Street and Constitution Avenue
Washington, D. C.

Dear Miss Nienburg:

Our Committee on Work with Women and Girls was delighted with Miss Wolfe and her participation in our meeting on Tuesday.

We are most grateful to you for arranging for her to come to New York that day and want you to know that we greatly appreciate her coming.

I am sure that the contribution she made would justify whatever was involved in making it possible for her to be here that day. Thank you very much.

Sincerely yours,

Pearl Case Blough

Mrs. Pearl Case Blough
Secretary, USO Services for
Women and Girls

PCB:ew

IDLE GOSSIP SINKS SHIPS

Copy for files

REPORT OF THE CONFERENCE OF THE U. S. O.

COMMITTEE ON INDUSTRIAL WOMEN

The U. S. O. Committee, composed of two representatives from each of the contributing agencies, met on September 29th at 2 p.m. in the Empire State Building, National Headquarters for the U. S. O.

Attending the conference were the following:

Mrs. Pearl Case Blough, Executive Secretary

Jewish Welfare Board - Mrs. Glogower (Lay Rep.)
Mrs. Herzog (Prof.)

Y.W.C.A. - Helen Crawley (Prof.)
Name unknown (Lay)

Y.M.C.A. - Mrs. Shepardson (Lay)
Mrs. Traugott (Prof.)

Salvation Army - Col.Hamon (Prof.)
Mrs. Allen (Lay)

National Catholic Community Service - Miss Fitzgerald (Prof.)
Miss Kimpell (Prof.)

Travelers' Aid - Miss Chantler (Prof.)
Mrs. Haslam (Lay)

A Negro woman is also included on the Committee, although she does not not represent any particular agency. I am not certain of her name as she came in late.

The meeting was called to discuss informally the problems of the U.S.O. in Industrial Areas. Mrs. Blough requested a representative from the Women's Bureau to speak on "Women in War Industries and U.S.O. responsibility to these workers."

Inasmuch as no formal speech was desired, I merely gave a brief summary of the following topics after which a general discussion followed:

I. Women's Bureau interest in Defense Areas

II. States and areas visited

III. Women's place in War Industries

IV. Major Problems for Women in Boom Towns

a. Housing
b. Transportation
c. Rotation of shifts
d. Lack of eating facilities (plant and town)
e. Lack of Recreational facilities

V. Important factors contributing to the success of Recreational centers in Industrial Areas

a. Location
b. Cooperation of the Community
c. Program adapted to individual community
Program adapted to meet needs of shifts
" not too formal
d. A director with some industrial Recreational training
e. Too elaborate furnishings in some centers (workers do not feel comfortable)

The Committee was much interested in the Women's Bureau findings and asked for specific criticisms and suggestions for improvement of U.S.O. centers in industrial areas. They expect to take definite action on some of the points brpught up and to enlarge their scope of activities, particularly in regard to housing women workers in private homes. An effort will be made to provide a few beds at the centers for use of women workers who can not find rooms the first night in town. The Committee believes that the U.S.O. might bring some pressure to bear on Housing Authority if needs are sufficiently great in the local communities to justify such action.

A discussion was held on getting workers interested in U.S.O. through cooperation of Union officials. It was decided that local U.S.O. directors should secure the cooperation of the Union if possible.

I called their attention to the lack of recreational facilities for women workers in Waterbury and Bristol, Connecticut. An effort will be made to secure a woman director of women's activities at the local Y.M.C.A. in Waterbury, providing it is not feasible to set up a separate U.S.O. Center. The Bristol situation is still in the formative stage but needs will crystallize as soon as the New Departure Division plant is ready for operation. The Committee promised to watch developments in Bristol.

Mrs. Blough stated that the Women's Bureau reports on the Defense Areas had been very helpful, and that she hoped we would report conditions on any return visits we made to the various areas.

The meeting adjourned at 5 p.m.

Elsie Wolfe.

Copy for file

October 1, 1942

Mrs. Pearl Case Blough
U. S. O. Secretary for Women and Girls
1630 Empire State Building
New York, N. Y.

My dear Mrs. Blough:

In accordance with your request for information on average wage rates, etc., for women in defense industries, I am inclosing the only available data at present.(See bulletins on munitions and aircraft.)

In regard to the total number of women employed, the Census Bureau reported that 14.3 million women were gainfully employed, in August 1942, in all industries in the United States. Over 2,500,000 women out of the total number were employed in war work. Another Government report indicated that 3,000,000 women were employed in war industries. This estimate may be too high.

I enjoyed meeting with you and your Committee in New York and hope that some good results will follow our discussion.

Sincerely yours,

Elsie I. Wolfe,
Field Investigator.

Enclosures
EIF:
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MISS MARY ANDERSON, WOMENS BUREAU

US DEPT OF LABOR

NECESSARY ELIMINATE THURSDAY LUNCHEON MEETING FROM OUR WEEKS PROGRAM. SORRY TO MISS OPPORTUNITY TO HAVE MISS ZIEGLER WITH US

PEARL CASE BLOUGH. (U.S.O.)

1120A

...

RUF53 ET THANK YOU

STANDARD FORM No. 14
APPROVED BY THE PRESIDENT
MARCH 10, 1926

TELEGRAM

OFFICIAL BUSINESS—GOVERNMENT RATES

Com. Files

FROM U. S. Dept. of Labor

~~BUREAU~~ Bertha M. Nienburg
Women's Bureau

CHG. APPROPRIATION S&E, WB, 1942
Sept. 26, 1942

U. S. GOVERNMENT PRINTING OFFICE 10—1723

DAY LETTER

MRS. PEARL CASE BLOUGH, SECRETARY
USO SERVICES FOR WOMEN AND GIRLS
1630 EMPIRE STATE BUILDING
NEW YORK, NEW YORK

EITHER ELSIE WOLFE OR MARTHA ZIEGLER WILL MEET WITH YOUR COMMITTEE AT

TWO PM TUESDAY, EMPIRE STATE BUILDING.

BERTHA M. NIENBURG

10:25 AM

BMN:LW

STANDARD FORM No. 14
APPROVED BY THE PRESIDENT
MARCH 10, 1926

TELEGRAM

OFFICIAL BUSINESS—GOVERNMENT RATES

FROM U. S. Dept. of Labor

BUREAU Women's

CHG. APPROPRIATION Salaries and Expenses

U. S. GOVERNMENT PRINTING OFFICE 10--1723

DAY LETTER

Sept.24, 1942

Mrs. Pearl Case Blough, Secretary USO Services for Women and Girls,
1630 Empire State Bldg.
New York City

IN MISS ANDERSON'S ABSENCE SUGGEST YOU COMMUNICATE WITH MISS NIENBURG ASSISTANT DIRECTOR WHO IS AT ROOSEVELT HOTEL NEW YORK CITY TODAY AND TONIGHT.

ISABEL SCHAFER, SECRETARY

IS

STANDARD FORM No. 14
APPROVED BY THE PRESIDENT
MARCH 10, 1926

TELEGRAM

OFFICIAL BUSINESS—GOVERNMENT RATES

FROM U. S. Dept. of Labor

BUREAU Women's

CHG. APPROPRIATION Salaries and Expenses

U. S. GOVERNMENT PRINTING OFFICE 10—1723

DAY LETTER

September 24, 1942

Miss Bertha Nienburg
Roosevelt Hotel
New York City

WIRE FROM MRS. BLOUGH USO 1630 EMPIRE STATE BUILDING ASKING SOMEONE MEET FOR AN HOUR TUESDAY AFTERNOON SEPTEMBER 29 WITH USO COMMITTEE WORK WITH WOMEN AND GIRLS TO DISCUSS WOMEN IN WAR INDUSTRIES AND USO RESPONSIBILITY TO THEM. WIRED HER TO COMMUNICATE WITH YOU AT ROOSEVELT.

ISABEL SCHAFER

IS

CLASS OF SERVICE

This is a full-rate Telegram or Cablegram unless its deferred character is indicated by a suitable symbol above or preceding the address.

WESTERN UNION

1201

SYMBOLS

DL=Day Letter
NT=Overnight Telegram
LC=Deferred Cable
NLT=Cable Night Letter
Ship Radiogram

A. N. WILLIAMS, PRESIDENT
NEWCOMB CARLTON, CHAIRMAN OF THE BOARD
J. C. WILLEVER, FIRST VICE-PRESIDENT

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1942 SEP 23 PM 10 13

MISS MARY ANDERSON,DIRECTOR WOMENS BUREAU UNITED STATES
DEPARTMENT OF LABOR=14TH ST AND CONSTITUTION AVE
WASHDC=

IS THERE POSSIBILITY ANYONE FROM YOUR DEPARTMENT BEING NEWYORK TUESDAY AFTERNOON SEPTEMBER 29 AND AVAILABLE TO MEET FOR AN HOUR WITH USO COMMITTEE WORK WITH WOMEN AND GIRLS TO DISCUSS WOMEN IN WAR INDUSTRIES AND USO RESPONSIBILITY TO THEM. WOULD GREATLY APPRECIATE THIS COOPERATION AND IMMEDIATE REPLY=

PEARL CASE BLOUGH.

THE COMPANY WILL APPRECIATE SUGGESTIONS FROM ITS PATRONS CONCERNING ITS SERVICE

files
Comm. Rels

UNITED SERVICE ORGANIZATIONS, INC.

USO

Member Agency
THE NATIONAL CATHOLIC COMMUNITY SERVICE

July 13th, 1942

WOMEN'S BUREAU
JUL 13 1942
DEPARTMENT OF LABOR

Dear Miss Larrabee,

Since our very stimulating meeting with you and the other personnel directors on June 29th, a sub-committee of the USO Women's Committee has been appointed to work on the need of activities for girls who have only the morning free for recreation.

This sub-committee would like to have as their guests one representative girl from your department who is confronted with this problem, at a breakfast to be held at the YWCA Penthouse Friday, July 17th at 9:00 a.m. From these workers, we hope to discover some of their desires and needs for recreation.

Will you have your secretary call S terling 9743 on Thursday morning and give the name of the girl who will present your department?

We sincerely hope you will not hesitate to call upon us at any time you feel we can be of assistance to you.

Very truly yours,

Sub-Committee of the Women's
Committee USO

June 19, 1942

Mrs. Pearl Case Blough, Secretary
USO Services for Women and Girls
Empire State Building
New York City.

My dear Mrs. Blough:

I have your letter of June 18th, and we are sending under separate cover 15 copies of the publications we think would be of interest. Our supply is not adequate to send 15 copies direct from our Women's Bureau stock, but the Government Printing Office will forward what we cannot. This may take a week or two.

I shall be glad to see you, when you come to Washington, and hope you let me know in advance when you would like an appointment.

Sincerely yours,

Mary Anderson, Director

rfn
cc

sending all 15 copies of above. tr. needs, Sp. Fea. #8, Sp.1,2,3,

THE YOUNG MEN'S CHRISTIAN ASSOCIATIONS
THE YOUNG WOMEN'S CHRISTIAN ASSOCIATIONS
THE NATIONAL CATHOLIC COMMUNITY SERVICE
THE JEWISH WELFARE BOARD
THE SALVATION ARMY
THE NATIONAL TRAVELERS AID ASSOCIATION

United Service Organizations, Inc.

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WOMEN'S BUREAU
JUN 19 1942
DEPARTMENT OF LABOR

June 18, 1942

Miss Mary Anderson, Director
Women's Bureau
United States Department of Labor
14th Street and Constitution Avenue
Washington, D. C.

Dear Miss Anderson:

At the last meeting of our Committee on Work with Women and Girls the members were told about the pamphlets the Women's Bureau has distributed which deal with women in war industries and felt that they would like to have copies of those pamphlets.

If you find it convenient to send me fifteen copies of each for the Committee, we should appreciate it very much.

I expect to be in Washington a couple of days next week and should like to come in and talk with you about some of the housing problems. I shall call you for an appointment.

Sincerely yours,

Pearl Case Blough

Mrs. Pearl Case Blough
Secretary, USO Services for
Women and Girls

PCB:ew

IDLE GOSSIP SINKS SHIPS

June 10, 1942

Mrs. Pearl Case Blough, Secretary
U.S.O. Services for Women and Girls
United Service Organizations
Empire State Building
New York, New York

My dear Mrs. Blough:

Thank you for telling me that the survey reports have been helpful to you.

I am enclosing the report of the survey of Elkton, Maryland, and of two subsequent visits.

The Women's Bureau has not made a survey of the Point Pleasant, West Virginia, area. According to reports we have the first line of operation is scheduled for December.

If there is further information you need about particular communities, do not hesitate to write me.

Sincerely yours,

Mary Anderson, Director

Enclosures
MC:em

THE YOUNG MEN'S CHRISTIAN ASSOCIATIONS
THE YOUNG WOMEN'S CHRISTIAN ASSOCIATIONS
THE NATIONAL CATHOLIC COMMUNITY SERVICE
THE JEWISH WELFARE BOARD
THE SALVATION ARMY
THE NATIONAL TRAVELERS AID ASSOCIATION

United Service Organizations

FOR NATIONAL DEFENSE INC.

EMPIRE STATE BLDG., NEW YORK, N. Y.
Pennsylvania 6-5400

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JUN 5 - 1942
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Stillman F. Westbrook

June 4, 1942

Miss Mary Anderson, Director
Women's Bureau
United States Department of Labor
14th Street and Constitution Avenue
Washington, D. C.

Dear Miss Anderson:

The reports that you have been sending me have proved so helpful that I feel the need of such reports on other communities that we are discussing.

I wonder if you have reports that you would share with me on Elkton, Maryland and Point Pleasant, West Virginia.

I shall appreciate having anything that you can send on to me and shall, of course, treat the material as confidential.

Sincerely yours,

Pearl Case Blough

Mrs. Pearl Case Blough
Secretary, USO Services for
Women and Girls

PCB:ew

P.S.: The reports on Kingsbury, Ind., Burlington, Iowa, Jacksonville, Ark., Texarkana, Texas and Minden, La. have just been received, and I am very grateful to you for sending them to me. Thank you.

June 2, 1942

Mrs. Pearl Case Blough, Secretary
U. S. O. Services for Girls and Women
United Service Organizations
Empire State Building
New York, New York

My dear Mrs. Blough:

I am enclosing summaries of the community surveys made by the Women's Bureau agents of the Minden, Louisiana; Texarkana, Texas, and Jacksonville, Arkansas, defense areas; also reports on the return visits to Burlington, Iowa, and Kingsury, Indiana. As you already know, these reports are for the use of your office, and I am sure I need not ask you again not to give them publicity.

Sincerely yours,

Mary Anderson, Director

Enclosures
MC:ml

Comm Needs

THE YOUNG MEN'S CHRISTIAN ASSOCIATIONS
THE YOUNG WOMEN'S CHRISTIAN ASSOCIATIONS
THE NATIONAL CATHOLIC COMMUNITY SERVICE
THE JEWISH WELFARE BOARD
THE SALVATION ARMY
THE NATIONAL TRAVELERS AID ASSOCIATION

United Service Organizations

FOR NATIONAL DEFENSE INC.

EMPIRE STATE BLDG. NEW YORK, N. Y.

Pennsylvania 6-5400

WOMEN'S BUREAU
MAY 12 1942
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Rev. Dr. Samuel McCrea Cavert
Walter J. Cummings
Hubert T. Delany
Franklin Dunham
Mrs. John French
Dr. A. H. Giannini
Luke E. Hart
Mrs. Carlton J. H. Hayes
Mrs. Walter E. Heller
Miss Emma P. Hirth
Walter Hoving
Mrs. Henry A. Ingraham
Charles H. Johnson
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Randall J. LeBoeuf, Jr.
Hon. Seabury C. Mastick
Francis P. Matthews
Miss Bertha McCall
Rt. Rev. Msgr. Bryan J. McEntegart
Hobart McPherson
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W. Spencer Robertson
John D. Rockefeller, Jr.
Mrs. S. J. Rosensohn
Thomas J. Ross
Walter Rothschild
Harper Sibley
Mrs. Harper Sibley
Hon. Alfred E. Smith
Lynn U. Stambaugh
Robert E. Strawbridge, Jr.
Jay A. Urice
Theodore Voorhees
Thomas J. Watson
Frank L. Weil
Stillman P. Westbrook

May 11, 1942

Miss Mary Anderson, Director
Women's Bureau
United States Department of Labor
14th Street and Constitution Avenue
Washington, D. C.

Dear Miss Anderson:

In the absence of Mrs. Blough from the city I thank you for the summaries of community surveys made by the Women's Bureau agents as of March and April 1942.

Mrs. Blough has been on a trip to the Pacific Coast for the past several weeks and is expected to return within a week or two. I am sure she will write to you as soon as possible upon her return.

Sincerely yours,

Ellen Waller

Ellen Waller
Secretary to Mrs. Blough

:ew

IDLE GOSSIP SINKS SHIPS

May 7, 1942

Mrs. Pearl Case Blough, Secretary
U. S. O. Services for Girls and Women
United Service Organizations
Empire State Building
New York, N. Y.

My dear Mrs. Blough:

I am enclosing summaries of the community surveys made by the Women's Bureau agents in Macon, Georgia, and Ravenna, Ohio, defense areas. We have been requested not to give location of defense plants, so I ask your cooperation again in not giving any publicity to these reports.

Sincerely yours,

Mary Anderson, Director.

Enclosures
MA:NC:MMG

April 28, 1942

Mrs. Pearl Case Blough, Secretary
U. S. O. Services for Girls and Women
United Service Organizations
Empire State Building
New York, N. Y.

My dear Mrs. Blough:

I am enclosing summaries of the community surveys made by the Women's Bureau agents in Milan and Nashville, Tennessee; Huntsville, Alabama; and Flora, Mississippi, Defense areas. We have been requested not to give location of defense plants - so I ask your cooperation again in not giving any publicity to these reports.

Sincerely yours,

Mary Anderson, Director.

Enclosure
MC:MMC

CLASS OF SERVICE

This is a full-rate Telegram or Cablegram unless its deferred character is indicated by a suitable symbol above or preceding the address.

13221

WESTERN UNION

1201

(28)

SYMBOLS
DL = Day Letter
NT = Overnight Telegram
LC = Deferred Cable
NLT = Cable Night Letter
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1942 MAR 31 PM 12 31

MARY ANDERSON WOMENS BUREAU=

14 ST AND CONSTITUTION AVE=

Defense
Cash Needs

EXPECT BE WASHINGTON TOMORROW AND THURSDAY. HOPE YOU WILL HAVE TIME SEE ME. WILL CALL YOU TOMORROW MORNING FOR APPOINTMENT=

PEARL CASE BLOUGH.

THE COMPANY WILL APPRECIATE SUGGESTIONS FROM ITS PATRONS CONCERNING ITS SERVICE

March 23, 1942

Mrs. Pearl Case Blough, Secretary
U. S. O. Services for Girls and Women
United Service Organizations
Empire State Building
New York, N. Y.

My dear Mrs. Blough:

I am enclosing summaries of the community surveys made by the Women's Bureau in Memphis, Tennessee; Talladega - Childersburg - Sylacauga - Alabama; Burlington, Iowa; Alton, Illinois; and Rock Island, Moline, Illinois; Davenport, Iowa, Defense areas. We have been requested not to give location of defense plants - so I ask your cooperation again in not giving any publicity to these reports.

Yours sincerely,

Mary Anderson, Director.

Enclosure
MC:LB

File

March 10, 1942

Mrs. Pearl Case Blough
USO Services for Women and Girls
Empire State Building
New York, New York

My dear Mrs. Blough:

Miss Anderson has given me your letter of March 6th for answer. We have not made any community survey outside of Dayton and Detroit. Our present work in both Ohio and Michigan has been to try to find employment for dis-employed women and there is still much to be done in that field.

As to the farm situation - About two weeks ago we held a conference with a number of representatives from the Department of Agriculture. No one has any information on farm labor needs. There seems to be the general impression that in the harvesting or canning of fruits and vegetables this summer and fall, a labor shortage might be incurred. But the Department of Agriculture does not expect to know whether there will be any such shortage until it is reported from specific areas.

Our own analysis of the situation is as follows. Colored people who harvest the small fruit and vegetable crop to a very large extent from Florida through New Jersey have not been taken into industry. They are available for this work and if tires are provided will probably be able to make their treck from south to north and back again. If they cannot come in their own cars, it is probably advisable for farmers to send trucks for them. In Texas much of the work has been done by Mexicans who will, unquestionably, continue to do so. On the Pacific Coast it is probably more of a problem. The best of the man labor is employed in war industries. The Japs who have done the vegetable growing for the Los Angeles area will not be at work. We are told, although we do not know it to be so, that many of the "Okies" and "Arkies" have started on an eastward treck with the declaration of war. However, the problem would seem to be a California problem that had to be met there. In Oregon and Washington it will be much simpler because all members in the small communities have been harvesting a good part of the crops since the depression. Probably more women will help but they will be local women coming from their own homes.

During the last war when we were without many of the Government agencies functioning to-day, the National League for Women's Service attempted to help the canners recruit woman labor.

At that time many of the rural canneries depended on foreign women from the cities to come out to the canneries. These women had steady employment in town and would not come out during the war period. The idea was to recruit the American housewife for canning. In spite of signed agreements made with the canners as to housing arrangements, rates of pay etc., when women were actually recruited the agreements were not fulfilled. The canners called for the labor supply before the crops were ready so that the women had board to pay when they were not earning. When the canner was ready to operate the middle aged housewife was found to be too slow a worker to earn much at cannery rates of pay. The complications were so many that I would not advise any migration of adult city women for agriculture or canning work.

The Labor Commissioner of Ontario Province in Canada told me that they had made a very successful use of high school boys and girls from 16 to 18 years of age in picking fruit last August and September. The Y.W.C.A. had charge of the housing and feeding of the young people, the Province reimbursing them for their services. The young people were paid 20¢ an hour and paid $4 a week for room and board. Unquestionably, this use of high school students was well thought out and executed, the same thing might be done with our own high school students or college students, if necessary. But they should be local children, supervised by the local Y.W.C.A. or other organization with sufficient Government backing to make it work.

Sincerely,

Bertha M. Nienburg,
Assistant Director

BMN:LW

THE YOUNG MEN'S CHRISTIAN ASSOCIATIONS
THE YOUNG WOMEN'S CHRISTIAN ASSOCIATIONS
THE NATIONAL CATHOLIC COMMUNITY SERVICE
THE JEWISH WELFARE BOARD
THE SALVATION ARMY
THE NATIONAL TRAVELERS AID ASSOCIATION

United Service Organizations

FOR NATIONAL DEFENSE INC.

EMPIRE STATE BLDG. NEW YORK, N. Y.

Pennsylvania 6-5400

WOMEN'S BUREAU
MAR 6 1942
DEPARTMENT OF LABOR

March 6, 1942

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Theodore Voorhees
Thomas J. Watson
Frank L. Weil
Stillman F. Westbrook

Miss Mary Anderson, Director
Women's Bureau
United States Department of Labor
14th Street and Constitution Avenue
Washington, D. C.

Dear Miss Anderson:

Thank you very much for your letter of February 17 and the statement of policy regarding the training of women which was enclosed. I am very glad to have this statement. Thank you also for your letter of February 25 regarding the movement of war industries to inland locations.

I have just returned from a trip through the Middle West where I visited a number of the big industrial centers, and I am quite overwhelmed with the need for work in those areas. I think with all of us working together it will be difficult to render all the service that is necessary.

We did receive the community surveys which you sent on new defense areas in Indiana, and I have found them most helpful. I wonder if you have anything you could send me regarding the Fairfield-Osborn community outside Dayton and Warren Township outside Detroit. I should be very grateful to have anything which you can send me on these two communities.

Will you also send me any information you may have which you can share with me regarding the employment of women and girls in the harvesting of crops during the coming seasons. "Farmerettes," I think, is the term which is being applied to this group of workers.

The Y.W.C.A. in some communities is being approached regarding the housing of such women during the coming summer and we are wondering just how much of a problem it will be and whether or not the USO has a responsibility in this area. May I have your thinking on this matter?

Sincerely yours,

Pearl Case Blough

Mrs. Pearl Case Blough
Secretary, USO Services for
Women and Girls

PCB:ew

IDLE GOSSIP SINKS SHIPS

March 2, 1942

~~February 28~~, 1942

Mrs. Pearl Case Blough, Secretary
U.S.O. Services for Girls and Women
United Service Organizations,
Empire State Building
New York, New York

My dear Mrs. Blough:

I am enclosing summaries of the community surveys made by the Women's Bureau agents in the St. Louis, Crab Orchard Lake, Joliet, Wilmington, Elwood, Illinois areas. Since these reports are confidential, will you please give them no publicity and as little circulation as possible?

We ask you to let us know concerning any action your organization may have taken or plans to take in these areas.

Yours sincerely,

Mary Anderson, Director

Enclosures

sm

THE YOUNG MEN'S CHRISTIAN ASSOCIATIONS
THE YOUNG WOMEN'S CHRISTIAN ASSOCIATIONS
THE NATIONAL CATHOLIC COMMUNITY SERVICE
THE JEWISH WELFARE BOARD
THE SALVATION ARMY
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Hon. Alfred E. Smith
Lynn U. Stambaugh
Jay A. Urice
Thomas J. Watson
Dr. Luther A. Weigle
Frank L. Weil
Stillman F. Westbrook
A. N. Williams

January 3, 1942.

Miss Bertha N. Nienburg
Assistant Director of Women's
Bureau
U.S. Department of Labor
Washington, D.C.

My dear Miss Nienburg:

Thank you very much for sending us a copy of your report on Community Conditions in Maryland, outlying war areas.

The information will be extremely useful to us.

Very sincerely yours,

Ray Johns

Ray Johns
Director of Field Service

RJ/cr

Community Facilities

To U. S. O. PEO LE

Miss Lowry, (Miss Crawley), Miss Creech, Miss Hooley and (Miss Porter)
How about Mrs. Blough, secretary of U S O activities for women + girls.

In December a report on community facilities for women workers in the defense areas of Maryland and Virginia was sent to you from the Women's Bureau. Before a follow-up visit is made we would like to know if your organization has any recent information about these areas, - about the recreation or any other facilities. Are you working in any of these communities now, how have your plans developed, and what plans affecting these areas do you have for the future?

You will be glad to know that the Farm Security Administration which is building the dormitories for women is planing to use almost all the suggestions we sent for improving them. Electric connections for electric plates for heating water and possibly for a small amount of cooking will be put in each room; laundry facilities will be made available in the dormitories. In addition to the reception room now in the plans, a recreation wing will be allowed in one of several dormitories. This wing will give space for ping-pong and other indoor activities the girls may want. It is planned to construct an administration and recreation building in large dormitory units housing around 500 people. The Administration is also working on the problem of the eating facilities So far it does not see its way clear to remedying the bathroom situation.

The Community surveys are being continued in other areas as fast as possible, and reports on Indiana will be sent to you shortly.

It will help a great deal if you will send us this information soon.

The reports sent you included the following areas: -
Maryland -
Elkton
Aberdeen
Edgewood
Virginia
Dublin

CROSS REFERENCE SHEET

Name or Subject

Comm. Needs

File No.

Defense

Regarding

Date

Letter in re community kitchens

Oct 8, 1942

SEE

Name or Subject

File No.

Legion of British Women

211

File cross reference form under name or subject at top of the sheet and by the latest date of papers. Describe matter for identification purposes. The papers, themselves should be filed under name or subject after "SEE."

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Miss Nienburg

August 28, 1942

STATEMENT OF AGREEMENT BETWEEN
THE OFFICE OF DEFENSE HEALTH AND WELFARE SERVICES
AND
THE FEDERAL PUBLIC HOUSING AUTHORITY

The Commissioner of the Federal Public Housing Authority and the Director of the Office of Defense Health and Welfare Services agree that the two agencies have a definite mutual interest in the relationship between the war public housing program and the health, welfare, education, recreation, nutrition and other community facilities and services involved in the operation of that program.

FUNCTIONAL AREAS

Office of Defense Health and Welfare Services

By Executive Order, the President designated the Administrator of the Federal Security Agency as Director of the ODHWS, for the purpose of assuring adequate health, welfare, medical, nutrition, recreation, social protection and education services to meet the needs of the war program. Within these fields, the Office serves as the center for the coordination of services made available by public and private agencies to meet the war-connected needs of States and localities; it makes available the services of specialists to assist in the planning of State and local programs; it coordinates studies and surveys of Federal agencies, and plans and encourages measures designed to assure the provision of adequate services to the Nation as a whole. The office is also responsible for certifying to the Administrator of the Federal Works Agency the war-connected need for community facilities and services to be provided under P.L. 137, 77th Congress. The ODHWS is represented on a Joint Committee on Evacuation which has been engaged in planning programs for the evacuation of civilians from areas of danger from enemy action.

The ODHWS carries out its functions through existing agencies wherever possible and by direct operation in those areas where no agency has had primary responsibility. For the purposes of this statement the constituent units of the ODHWS include: The U. S. Public Health Service, the U. S. Office of Education, the Health and Welfare Division, including the Recreation, Social Protection, and Day-Care Sections, and the Nutrition and Physical Fitness Divisions.

The Field programs of the ODHWS are integrated through the Program Operation Branch. The 12 Regional Directors of the Social Security Board are the Regional Directors of the ODHWS and serve as Chairman of the Regional Advisory Councils which are composed of representatives of more than twenty Federal agencies engaged in related programs. The Regional Directors have a coordinating supervision over the regional representatives of the constituent units of the ODHWS and the Social Security Board. Representatives of appropriate units are responsible for investigating and certifying community needs for health, medical care, sanitation, education, recreation, and day-care of children and other allied facilities and services including welfare and nutrition.

Federal Public Housing Authority

The FPHA is a constituent unit of the National Housing Agency created by Executive Order of the President. It is responsible for the construction and management, upon assignment by the Administrator of the National Housing Agency, of all war housing constructed with public funds, other than housing located on Army or Navy reservations, posts, or bases. The war housing functions included were formerly under the United States Housing Authority, Public Buildings Administration, Division of Defense Housing, and Mutual Ownership Defense Housing Division of the Federal Works Agency, and the Defense Homes Corporation, Farm Security Administration, and War and Navy Departments. Types of housing provided for by the seven laws under which FPHA operates include permanent and temporary family units, dormitories, war apartments, utility units, and trailers.

The operating staff of the central office includes branches for Development, Housing Management, and Administration. Development is concerned with site selection and project planning, preparation of designs and specifications, construction, and technical standards. Housing Management has charge of leasing and occupancy; operation and maintenance; project services such as community facilities, equipment and leadership; management training; and racial relations. The Administration Branch deals with matters of over-all administrative management.

The program is operated in the field through 10 regions, which are headed by Regional Directors whose staffs include Assistant Directors for Development, Management, and Administration. The FPHA utilizes the facilities of local housing authorities to the fullest extent possible and most public war housing will be turned over to local management wherever local housing authorities exist.

RELATIONSHIPS AT THE CENTRAL OFFICE LEVEL

To carry out the responsibilities of the ODHWS and the FPHA in relation to housing projects, to assure inclusion of all relevant data, to make available the accumulated experience of the technical units concerned, and to avoid duplication of effort, the following agreement has been reached concerning relationships at the Central Office level.

1. The ODHWS will assist the FPHA in the development of policy and standards regarding the provision of health, sanitation, day-care, nutrition, recreation, education, and related professional and commercial facilities and services, and will support the FPHA in the prosecution of such standards.

2. There will be joint planning between the two agencies:

   a. To determine which agency has primary responsibility for constructing and equipping the necessary facilities in given types of situations.

b. To survey need for health, medical, sanitation, education, recreation, nutrition, and day-care facilities and services in public housing projects, and to interpret these needs to related Federal planning and operating groups and agencies.

c. To provide for the operation and maintenance of health and welfare facilities and services in relation to public housing, including anticipating need, sponsoring, and securing leadership.

d. To meet situations created by enemy action, both with respect to the problem of long-term emergency rehousing, including evacuation to reception areas, and in connection with the protection of and aid to tenants to particular projects. The long-term program will be a matter for joint planning by the central offices. Planning for the execution of services for the protection and care of tenants will be the responsibility of the FPHA project managers who will utilize, insofar as possible, the services of the appropriate units cooperating with the ODHWS.

3. Reports, statements of policy, and procedures of concern to both agencies will be exchanged at the Central Office level for transmission to the appropriate Regional Directors. The ODHWS will be responsible for keeping the FPHA advised of the status of community facilities and services designed to serve public housing projects.

4. To correlate all health and welfare functions in relation to public housing, one person on the staff of each agency will be designed as liaison officer through whom all matters within the scope of this agreement will be cleared, and who will arrange such meetings and establish procedures as are necessary.

a. The person designated by the ODHWS will be responsible for ensuring that the interests of the constituent units are represented in relation to public housing.

b. The person designated by the FPHA will be responsible for ensuring that the interests of the respective branches are represented in relation to ODHWS.

RELATIONSHIPS AT THE REGIONAL OFFICE LEVEL

Since successful program operation is largely dependent on functioning at the regional level, it is agreed that:

1. Both agencies will operate on a decentralized basis through their Regional Directors.

2. In contacts with FPHA, the Regional Directors of the ODHWS will be responsible for ensuring that the interests of the constituent units of the ODHWS and the Federal Security Agency are represented.

3. In contacts with the ODHWS, the Regional Directors of the FPHA will represent the interests of the FPHA, and will be members of the appropriate Regional Advisory Councils of the ODHWS.

4. It is important that housing and all other community facilities should be planned in the light of total community needs and resources. Joint consideration of needs and resources will be advantageous from the standpoint of community organization, economic use of funds and maximum benefit to the community. Immediately upon learning of the approval by the Administrator of the National Housing Agency of a public housing program for any area, the Regional Director of the FPHA will notify the Regional Director of the ODHWS who will make available all relevant data obtainable through its constituent units concerning community facilities and services.

a. With respect to site selection for each project, the Regional Director of the FPHA will notify the Regional Director of the ODHWS of sites under consideration and will give notice of the site selection meeting. The Regional Director of the ODHWS will arrange for representation at this meeting by the constituent units concerned. Although responsibility for site selection rests with the FPHA, the ODHWS will make recommendations in order that the site should be selected to make the most effective use of existing facilities. The FPHA Regional Director will inform the ODHWS Regional Director of final site selection. Reciprocally, the Regional Director of the ODHWS will notify the Regional Director of the FPHA of meetings called by the ODHWS with other agencies which affect the interests of the FPHA.

b. With respect to project planning, the FPHA will consult with the ODHWS so that the facilities provided by the FPHA will be most effectively planned.

c. The ODHWS will also investigate the need for and certify to the Federal Works Agency additional necessary community facilities in relation to the housing program, and will keep the FPHA informed concerning the status of such projects.

d. Operation, including leadership, of facilities and services will be jointly planned by both agencies, making full use of all available resources.

5. The Regional Directors of the two agencies will plan jointly to develop, through field visits as needed, the effectiveness and adequacy of health, medical, sanitation, education, recreation and day-care programs in housing projects.

Herbert Emmerich

Herbert Emmerich,
Commissioner,
Federal Public Housing Authority

Charles P. Taft

For: Paul V. McNutt,
Director,
Office of Defense Health
and Welfare Services

July 9, 1942

Miss Martha Ziegler
Bancroft Hotel
Worcester, Massachusetts

My dear Miss Ziegler:

I thought you would be interested in the enclosed report on the conferences about the dormitory plans.

I sent through Miss Anderson the first part of your recommendations for the dormitories to Mr. Rodier. A very nice reply came and an invitation to go over the plans for the Metropolitan Area dormitories with him, and "to allow me to profit further by your experience". The visit has not yet been arranged.

We receivedthe appropriation for South America for this year, so I am here trying to get the necessary negotiations started. Maybe I can go to Connecticut later with Elsie. I would like to, for I enjoyed the job in Baltimore very much.

We miss all of you. When are you coming back?

Sincerely,

Mary Cannon

MCaml
Enclosure

July 14, 1942

Mrs. Henry Gowley, Chairman
Housing Committee
Delaware County Welfare Council
Court House
Media, Pennsylvania

My dear Mrs. Gowley:

Your letter written to Miss Dublin about temporary dormitories for housing women workers has been referred to the U. S. Women's Bureau.

I am enclosing a bulletin published by the Bureau recently in which you will find some basic recommendations. On page 26 you will notice the statement that accommodations in a single dormitory be limited to 50 to 60 women. This is the standard followed by the Federal agencies which have been responsible for housing. However, there may be many wings of 50-60 persons in one dormitory unit.

From visits to defense areas made by agents of the Women's Bureau - there are several fundamental necessities which should be emphasized.

(1) Eating facilities should be made easily accessible to women living in the dormitories. Plant cafeterias have not supplied the need.

(2) Transportation facilities should be provided where necessary.

(3) Laundry and pressing facilities should be provided.

(4) Since workers sleep at odd hours, due to the three shift operation of plants, dormitories should be constructed so as to deaden as much noise as possible.

If you have any further questions about facilities for women workers I will be glad to have you write me.

Sincerely yours,

Mary Anderson, Director.

MC:
L.B.

June 10, 1942

Mrs. Pearl Case Blough, Secretary
U.S.O. Services for Women and Girls
United Service Organizations
Empire State Building
New York, New York

My dear Mrs. Blough:

Thank you for telling me that the survey reports have been helpful to you.

I am enclosing the report of the survey of Elkton, Maryland, and of two subsequent visits.

The Women's Bureau has not made a survey of the Point Pleasant, West Virginia, area. According to reports we have the first line of operation is scheduled for December.

If there is further information you need about particular communities, do not hesitate to write me.

Sincerely yours,

Mary Anderson, Director

Enclosures
MC:am

June 2, 1942

Miss Anne Sarachon Hooley
National Catholic Community Service
1312 Massachusetts Avenue, N. W.
Washington, D. C.

My dear Miss Hooley:

I am enclosing summaries of the community surveys made by the Women's Bureau agents of the Minden, Louisiana; Texarkana, Texas, and Jacksonville, Arkansas, defense areas; also reports on the return visits to Burlington, Iowa, and Kingsbury, Indiana. As you already know, these reports are for the use of your office, and I am sure I need not ask you again not to give them publicity.

Sincerely yours,

Mary Anderson, Director

Enclosures
MC:ml

June 2, 1942

Mrs. Pearl Case Blough, Secretary
U. S. O. Services for Girls and Women
United Service Organizations
Empire State Building
New York, New York

My dear Mrs. Blough:

I am enclosing summaries of the community surveys made by the Women's Bureau agents of the Minden, Louisiana; Texarkana, Texas, and Jacksonville, Arkansas, defense areas; also reports on the return visits to Burlington, Iowa, and Kingsury, Indiana. As you already know, these reports are for the use of your office, and I am sure I need not ask you again not to give them publicity.

Sincerely yours,

Mary Anderson, Director

Enclosures
MC:ml

June 2, 1942

Miss Margaret Creech
National Travelers' Aid
425 Fourth Avenue
New York, New York

My dear Miss Creech:

I am enclosing summaries of the community surveys made by the Women's Bureau agents of the Minden, Louisiana; Texarkana, Texas, and Jacksonville, Arkansas, defense areas; also reports on the return visits to Burlington, Iowa, and Kingsbury, Indiana. As you already know, these reports are for the use of your office, and I am sure I need not ask you again not to give them publicity.

Sincerely yours,

Mary Anderson, Director

Enclosures
MC:ml

June 2, 1942

Mrs. Nora Piare
U. S. O Office
600 Lexington Avenue
New York, New York

My dear Mrs. Piare:

I am enclosing summaries of the community surveys made by the Women's Bureau agents of the Mindon, Louisiana; Texarkana, Texas, and Jacksonville, Arkansas, defense areas; also reports on the return visits to Burlington, Iowa, and Kingsbury, Indiana. As you already know, these reports are for the use of your office, and I am sure I need not ask you again not to give them publicity.

Sincerely yours,

Mary Anderson, Director

Enclosures
MC:ml

May 7, 1942

Miss Margaret Creech
National Travelers' Aid
425 Fourth Avenue
New York, N. Y.

My dear Miss Creech:

I am enclosing summaries of the community surveys made by the Women's Bureau agents in Macon, Georgia, and Ravenna, Ohio, defense areas. We have been requested not to give location of defense plants, so I ask your cooperation again in not giving any publicity to these reports.

Sincerely yours,

Mary Anderson, Director.

Enclosures
MC:MHG

May 7, 1942

Mrs. Pearl Case Blough, Secretary
U. S. O. Services for Girls and Women
United Service Organizations
Empire State Building
New York, N. Y.

My dear Mrs. Blough:

I am enclosing summaries of the community surveys made by the Women's Bureau agents in Macon, Georgia, and Ravenna, Ohio, defense areas. We have been requested not to give location of defense plants, so I ask your cooperation again in not giving any publicity to these reports.

Sincerely yours,

Mary Anderson, Director.

Enclosures
MA:MC:MMO

May 7, 1942

Miss Anne Sarachon Hooley
National Catholic Community Service
1312 Massachusetts Avenue, N. W.
Washington, D. C.

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Enclosures
MA:MC:MHG

May 7, 1942

Mrs. Nora Piore

~~Miss Genevieve Lowry~~

U. S. O. Office
600 Lexington Avenue
New York, N. Y.

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Sincerely yours,

Mary Anderson, Director.

Enclosures
MA:MC:MMG

April 28, 1942

Miss Margaret Creech
National Travelers Aid
425 Fourth Avenue
New York, N. Y.

My dear Miss Creech:

I am enclosing summaries of the community surveys made by the Women's Bureau agents in Milan and Nashville, Tennessee; Huntsville, Alabama; and Flora, Mississippi, Defense areas. We have been requested not to give location of defense plants - so I ask your cooperation again in not giving any publicity to these reports.

Sincerely yours,

Mary Anderson, Director.

Enclosure
MC:MEO

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Enclosure
MC:HHC

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Enclosure
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Sincerely yours,

Mary Anderson, Director.

Enclosure
mC:MSG

March 23, 1942

Miss Margaret Creech
National Travelers Aid
425 Fourth Avenue
New York, N. Y.

My dear Miss Creech:

I am enclosing summaries of the community surveys made by the Women's Bureau agents in Memphis, Tennessee; Talladega - Childersburg - Sylacauga - Alabama; Burlington, Iowa; Alton, Illinois; and Rock Island, Moline, Illinois; Davenport, Iowa Defense areas. We have been requested not to give location of defense plants - so I ask your cooperation again in not giving any publicity to these reports.

Yours sincerely,

Mary Anderson, Director.

Enclosure
MC:LB

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United Service Organizations
Empire State Building
New York, N. Y.

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Mary Anderson, Director.

Enclosure
MC:LE

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Washington, D. C.

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Enclosure
MC:LB

March 2, 1942

~~February 28, 1942~~

Mrs. Pearl Case Blough, Secretary
U.S.O. Services for Girls and Women
United Service Organizations,
Empire State Building
New York, New York

My dear Mrs. Blough:

I am enclosing summaries of the community surveys made by the Women's Bureau agents in the St. Louis, Crab Orchard Lake, Joliet, Wilmington, Elwood, Illinois areas. Since these reports are confidential, will you please give them no publicity and as little circulation as possible?

We ask you to let us know concerning any action your organization may have taken or plans to take in these areas.

Yours sincerely,

Mary Anderson, Director

Enclosures

am

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Washington, D.C.

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Thank you for your letter acknowledging the last reports that were sent, and for the information you gave. I hope you will keep us informed about any action your organization may have taken or plans to take in these areas.

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Enclosures
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Enclosures

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Yours sincerely,

Mary Anderson, Director

Enclosures

am

February 9, 1942

Miss Anne Sarachon Hooley
National Catholic Community Service
1312 Massachusetts Avenue, N. W.
Washington, D. C.

My dear Miss Hooley:

I am enclosing summaries of the community surveys made by the Women's Bureau agents in the Charlestown, Kingsbury, and Burns City, Indiana, areas. Since these reports are confidential, will you please give them no publicity and as little circulation as possible?

We ask you to let us know concerning any action your organization may have taken or plans to take in these areas.

Yours sincerely,

~~Mary Cannon~~

Enclosures
MC:
MMO

St Louis, Crab Orchard Lake
Joliet Wilmington-Elwood Illinois

Thank you for your letter acknowledging the Cardinal reports sent and for the information you gave. I hope you will continue to keep us informed about any action your organization may have taken or plans to take in these areas.

Mary Anderson

February 9, 1942

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U.S.O. Office
600 Lexington Avenue
New York City, N. Y.

same changes as letter to Miss Hooley

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Mary Anderson

Enclosures
MC:
MWG

Pamphlet size

February 9, 1942

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United Service Organizations
Empire State Building
New York, N. Y.

My dear Mrs. Blough:

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St Louis, Crab Orchard Lake, Joliet-Wilmington - Elwood Illinois

~~Thanking~~ We ask you to let us know concerning any action your organization may have taken or plans to take in these areas.

Yours sincerely,

Enclosures
MC:
MEC

~~Mary Cannon~~
Miss Anderson

February 9, 1942

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425 Fourth Avenue
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We ask you to let us know concerning any action your organization may have taken or plans to take in these areas.

Thank you for your letter welcomed the last report that was sent.

Yours sincerely,

Enclosures
MC:
MMC

~~Mary Cannon~~
Mary Anderson

July 8, 1942

TO: Mr. Herbert Emmerich, Commissioner
National Housing Agency, Federal Public Housing Authority

FROM: Mary Anderson

RE: Housing facilities for women war workers.

I am submitting to you our record of the suggestions made recently in conferences with representatives of your office.

(1) A desirable proportion of single and double rooms is two-thirds single to one-third double (rooms).

(2) If women are to be housed in buildings of small apartments where dormitories with eating facilities are not available, no more than four persons should be housed in one small apartment of two sleeping rooms and a small living room. In this connection, the Women's Bureau strongly recommends that marketing facilities be made available for any such housing projects.

(3) The measurements for the clothes cupboards as presented, seemed satisfactory, i.e. 30 inches wide for single rooms, 24 inches as a minimum for double rooms, and 2 feet, 2 inches deep.

(4) The members of the Women's Bureau staff who saw the two sets of plans for the dormitories giving without any consideration to difference in the size of the rooms, favored the plan which definitely separates the equipment for each occupant of a double room; i.e. the writing table, bed, chest of drawers and clothes cupboard could be used without interfering with the other occupant. We liked the arrangement of furniture in these plans which allows the writing table at the head of the bed. We also believe built-in furniture is more attractive, occupies less space, and would cause less work in cleaning. However, this is not the most essential factor.

I believe you have included the essential necessities in your plans, in providing for good beds, clean rooms and surroundings, as much quiet as possible, adequate sanitary and laundry facilities, and eating and recreational facilities.

I am under the impression that the National Housing Agency will carry the responsibility for providing facilities still lacking in connection with some of the dormitories for women workers. May I call your attention to the vital need for eating facilities for the dormitories at Walkertown, Indiana, the Kingsbury Ordnance Plant? Eating facilities are also badly needed at Ravenna, Ohio.

I am very glad for your cooperation in these matters.

Children's Bur
Helen Rowe

428 Midland Bank Building,
Minneapolis, Minnesota
July 1, 1942

Miss Mary Cannon,
Women's Bureau,
U.S. Department of Labor,
Washington, D.C.

Dear Miss Cannon:

Thank you for the summaries of the surveys of Mindon, Louisiana; Texarkana, Texas; Jacksonville, Arkansas; and Flora, Mississippi; and the reports of the return visits to Burlington, Iowa, and Kingsbury, Indiana.

I have read them with a great deal of interest and have forwarded them to Washington for the use of the staff of the Recreation Section, Office of Defense Health and Welfare Services.

I was sorry to have missed you when I was in Washington June 26 and 27; I shall see you when I return to Washington.

Sincerely yours,

Helen Rowe,
Regional Recreation Representative,
Defense Health and Welfare Services

hr:md

~~Miss Anderson~~
File

Report on Conference with Miss Helen Rowe and Miss Coriza Clarke of Defense, Health, and Welfare, Saturday, September 12, 1942.

Present from the Women's Bureau: Miss Buchanan, Miss Wolfe, and Miss Cannon.

Miss Rowe explained her present position. She is now working on a national scale in Mr. McCloskey's division on problems of recreation in industrial areas; i.e., on community recreational facilities and programs, and on plant and union recreation. A regional representative is assigned to each region of the Federal Security Agency. This representative certifies the requests for facilities, works with U.S.O. and other existing agencies to try to fill personnel needs, and to see that recreation programs fill existing needs.

Miss Clarke is in the office that is especially concerned with housing, sanitation, and health needs in industrial areas. She is going to send the Bureau a new statement of the work of their office.

Miss Radin, whose place Miss Rowe has taken, is now with the Manpower Commission to work on housing, recreational, etc., facilities affecting women in industrial areas. She works through Miss Rowe and Miss Clarke.

Miss Rowe and Miss Clarke asked that any future reports of surveys made on community facilities be sent to Miss Clarke (Program Operation Branch 5344, Social Security Building), and she will send them to Miss Rowe. Any special recreation problems can be cleared directly through Miss Rowe.

Miss Clarke said again they would be glad to give all information possible to Field Agents going out.

Miss Rowe said she thought Elkton, Maryland, and Dublin, Virginia, should be visited again to check on dormitories, eating facilities and recreational needs.

Miss Wolfe told Miss Rowe about some of the recreation problems in Connecticut, and Miss Rowe asked for a copy of report - or a summary of the report.

If the Women's Bureau plans to continue working on problems that affect women in industrial areas, they would like to have information about any such projects and will be glad to notify their regional representatives of the proposed visits.

I got the impression that Miss Rowe thinks the Women's Bureau is going to continue its work on the problems of women in these new or rural industrial areas. — M. C.

files

Comm. Nat'l

FEDERAL SECURITY AGENCY

COORDINATOR OF
HEALTH, WELFARE, AND RELATED DEFENSE ACTIVITIES

OFFICE OF THE
REGIONAL COORDINATOR

WOMEN'S BUREAU
JUL 6 - 1942
DEPARTMENT OF LABOR

428 Midland Bank Building,
Minneapolis, Minnesota
July 1, 1942

Miss Mary Cannon,
Women's Bureau,
U.S. Department of Labor,
Washington, D.C.

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Helen Rowe,
Regional Recreation Representative,
Defense Health and Welfare Services

June 1, 1942

Memorandum

To: Miss Helen S. Rowe, Room 733
Children's Bureau

From: Miss Mary Cannon, Room 1320
Women's Bureau

I am enclosing the summaries of the surveys of Minden, Louisiana, Texarkana, Texas, and Jacksonville, Arkansas; of Flora, Mississippi (which was made earlier but not included in your last set). There are also reports of the return visits to Burlington, Iowa and Kingsbury, Indiana.

May 29, 1942

Memorandum

To: Mr. Schottland
Children's Bureau

From: Miss Cannon
Women's Bureau

I am sending you the sections on Child Care, taken from the surveys of Texarkana, Texas; Jacksonville, Arkansas, and Minden, Louisiana, made by agents of the Women's Bureau. A second visit was made to Burlington, Iowa, April 27, and I am sending the report on Child Care. (The first report on Burlington was sent to you, March 13, 1942.)

CARE OF CHILDREN IN RURAL DEFENSE AREAS
(Taken from the reports of the surveys made by the field agents of the U. S. Women's Bureau.)

Texarkana -

Existing - Day Nursery 9 a.m. - 3:30 p.m. This is a nursery for children 2 to 5 years of age of low income white families. Average attendance is 40 or 50 per day. Mothers pay a small fee but the nursery is supported by charity.

Plans for Child Care for Defense Workers' Children - No definite arrangements have been made but Mrs. Pugh, Director of United Charities, is working on the problem in conjunction with the Texas and Arkansas State Child Welfare workers, and Miss Price, WPA Director of Community Activities (Texas).

Mrs. Pugh put in a bid for a 14 room house with 5 acres of ground to be used as a Nursery for this project. The Garden Club had also bid for the house so Mrs. Pugh was not at all sure of getting it.

Mrs. Pugh said the Junior League was interested in the problem of Child Care and that they had offered to help. Mrs. Pugh agreed that some child care would be needed at New Boston and Hooks as well as Texarkana. The County Home Demonstration Agents also spoke about the problem and offered to do all they could to help.

When the Defense Housing Projects, Bowie and Stevens Court, were visited, the manager said a nursery school was to be established there under the supervision of the Superintendent of Schools, Mr. Stillwell. Each project has an Administration Building with office space, bathroom, recreation room and a well equipped kitchen. The Administration Building at Stevens Project or Court, is to be used for a nursery with a nurse in attendance, according to the manager. Mr. Stillwell thought the Welfare Agencies should leave the problem entirely to the Department of Education.

Jacksonville, Arkansas -

No definite plans have been made, partly because the Welfare Department of the operating company had stated that they would establish a nursery at the plant. This plan never materialized and now both the company and the general public see how impractical this would be from a standpoint of transportation of the children, and the problem is left to the community to solve. A committee was appointed by the Council of Social Agencies to formulate plans for Child care. The following persons are on the committee: Mrs. Mae Bevin, WPA State Director of Community Activities; Miss Alma Keyes, State Department of Education, Miss Beth Muller, State Department of Welfare. This committee met for the first time during the agents visit, and she was invited to attend the meeting. Miss Muller believes that Federal funds will be needed to carry the Child Care project through. The original idea was that the WPA would provide

the operating personnel with the Departments of Education and Welfare supplying the trained workers. However, the WPA rolls have been pretty well screened for industry, so that the present women available are past middle age and not many can be used in such a capacity. The shortage in trained workers is also a serious one. After some discussion it was decided that volunteers would have to be used to supplement WPA and the trained workers. The Junior League and the A. A. U. W. are interested in the problem and their aid will be requested. In addition, a check will be made of the O.C.D. volunteers to ascertain the number of trained or semi-trained persons in the city.

According to reports from several persons, a movement had been started to ascertain the number of women working at the Ordnance Plant now with number of children requiring care, and the number of women who expected to get work at the plant, and the number of children involved in that group. The local paper reported the planned survey, stating that high school volunteers would take the census or count of women workers. The organizations sponsoring this survey was not mentioned in the paper and the members of the committee knew nothing about it except what they had read in the paper. No action had taken place since the publication.

Location of Nurseries -

It was decided that it would be necessary to have one or more centers in Greater Little Rock, and one in Jacksonville near the housing and trailer camp. The Superintendent of County Schools has offered the use of the school building for child care during the summer months.

Little Rock - A large second story office space would be available through WPA but since there is no playground this location does not seem very desirable. The committee will try to locate some other building.

Minden, Louisiana -

No definite arrangements have been made, but the Children's Bureau (private agency), member of the Council of Social agencies, is interested in this problem. Miss Dorothea Gilbert, in charge of child welfare and placement in the Bureau had been to see the Personnel Manager, but he did not give her much information or help, probably because the problem has not yet become acute. Miss Gilbert has interested her local Board members and they hope to get a nursery school started before long. Miss Gilbert thinks a trained worker should be in charge but they may be able to use WPA or volunteer helpers. This plan would include a nursery at Minden, probably a nursery at the Housing Project which would also be convenient to the Trailer Camp -

Burlington, Iowa -

The following committee is working on the child care problem in Burlington.

Miss Helen Cresswell - State WPA Director of Community Activities
Miss Margaret Clark - Welfare Worker at Ordnance Plant
Mrs. Ethel Leipert - State Welfare Chairman of the American Legion Auxiliary (Lives in Burlington)
Mrs. Pryor - Local woman interested in child care (Chairman of Com.)

Definite plans for child care:

A house, near the Defonse Housing Project and not very far from one trailer camp, has been purchased by the Presbyterian Church to be used as a Sunday School for the children in these projects. The church is willing to rent the house to the Committee for a Child Care Center six days per week. The American Legion will furnish the house and pay for the utilities, plus some rental, I believe, and WPA will furnish personnel or at least the greater part of it. This house will accommodate 30 to 35 children. It is located on the road to the plant. There is quite a large lawn which will be inclosed by a fence.

The Committee plans to charge a fee to cover cost of food for children. The amount of fee had not yet been determined but it probably will not be more than a dollar per week or approximately that amount. The County Health Unit will donate their services as far as physical examinations and inoculations are concerned. One of the Public Health nurses will visit the nursery each day.

Other possible locations for Child Care Centers:

1. Miss Whipple's home - One of the State social workers has a home in Burlington which she may rent to the Committee for a nursery.

2. The "Stables" on the Perkins Estate. (Perkins Park.) This building is used by the City during the summer as a center for family reunions and picnics, parties, etc. The building contains:

A large dance hall or ballroom.
A large room with tables and benches.
Five or six smaller rooms with small tables for card parties, etc.
One large kitchen, but almost every room has a separate gas stove so that individual parties could cook their own meals.
One large bathroom, several additional toilets, I believe, but am not certain.

This location would be excellent because it is only two blocks from the trailer camp with family size trailers, and also because of the large playground facilities. Then, too, the building has so many rooms with cooking facilities plus the large rooms for play. The only facility lacking is a heating system but if part of the building were closed up it would not be hard to heat.

The City officials have not, as yet, agreed to give up their picnic and family reunion center, but Miss Cresswell thinks they will consent after this summer season is past. The building is closed from September to May and is really only used on Sundays during the summer.

The Committee has tried to secure the use of the school buildings during the summer but the Superintendent of Schools, thus far, has refused to have any part in the Child Care program.

Number of children in Defense Housing Project - April 27, 1942

Under 5 years	- 199)	398 families. There will
6 years - 11 years	- 118)	be 575 families living there
12 years - 13 years	- 33)	within a few weeks.
14 years - 18 years	- 56)	

There are approximately 200 children in the three trailer camps operated by Farm Security Administration. The WPA Nursery Schools, or Child Care Centers, do not take children under 2 years of age.

May 8, 1942

MEMORANDUM

To: Miss Helen S. Rowe, Children's Bureau, Room 733

From: Mary Cannon, Women's Bureau, Room 1320

I am sending copies of the summaries of two recent surveys of Macon, Georgia, and Ravenna, Ohio; and of earlier surveys of Crab Orchard Lake and Carbondale, Illinois; Rock Island, Moline, Illinois; Burns City, Indiana; and Joliet, Illinois.

May 7, 1942

MEMORANDUM

To: Mr. Schottland, Children's Bureau

From: Mary Cannon, Women's Bureau

I am sending you the paragraphs on child care - taken from the surveys of Macon, Georgia, Flora, Mississippi, and Ravenna, Ohio, made by agents of the Women's Bureau.

WOMEN'S BUREAU
U. S. Department of Labor
Washington

Arrangements for the Care of Children

(Excerpts taken from the surveys made by agents of the U. S. Women's Bureau.)

Macon, Georgia.

The WPA in Macon has redirected its Child Care program towards serving the needs of children whose parents are employed in defense work. It is now organizing what is known as "child development groups" with the specification that at least one parent of any child attending these groups must be a defense worker. An example is the center at the Pendleton Homes Housing Project, designed especially to take care of children whose mothers are employed at the Naval Fuze Plant. Before this school was opened on February 5, 1942, Mrs. Rosalie Chaplin, assistant district supervisor of WPA nursery schools, secured from Mrs. Cheatam, matron at the fuze plant, the names of women working there who wanted care for their children. The Macon Housing Authority then offered the use of a large community room in the modern brick administration building of the housing project. Because the mothers work from 8:00 a.m. until 5:00 p.m., the school is open 10 hours per day from 7:30 a.m. until 5:30 p.m., 6 days per week. The Bibb County Home Demonstration Agent reported that one rural woman who is commuting to and from the plant brings her child in with her every morning and leaves him at this school. It was felt that the mothers were making enough money to help pay for some of the meals served to these children, so they are now asked to contribute $3.00 per month towards the support of the school. The probability of operating this unit at night for children whose mothers are on the night shift has already been discussed with the plant, and the housing project officials have agreed to furnish the necessary space.

WPA has had several volunteers who are experienced in work with children. Beginning April 1, these volunteers are going to lead a training course for young married people who wish to help with the child development groups. Since the unit at the Pendleton Homes will be open on Saturdays, high school girls will also be available as workers.

In connection with this school there is also a Parent Education Program which provides classes on nutrition, child-guidance, etc., for mothers and fathers of the children at monthly or bi-monthly meetings.

It should be noted that the new Child Care project discussed above is entirely separate from the regular nursery schools in Macon which WPA still maintains for children of low-income families.

Flora, Mississippi.

The problem of Child Care has not arisen since the women are not yet working at the plant. It is doubtful if it will be a serious one here inasmuch as it is customary to have Negroes to take care of the children. However, the WPA State Supervisor of Nursery Schools, Miss Field, said they would establish a nursery in Flora if there seemed to be a need.

Ravenna, Ohio.

Up to the present, the child care problem throughout Portage has been handled entirely by foster homes. Aside from a WPA nursery school at Kent which operates daily from 8:00 a.m. to 3:00 p.m., a WPA play school at Ravenna which is open only three hours in the morning, and a private kinder garten run by a citizen of Ravenna, there are practically no provisions for the care of children except through foster homes. Because of increased opportunities for other employment, many of the women are closing homes of this kind with a resulting shortage at a time of increased need.

Due to an acute housing situation and a scarcity of female labor, the Ravenna Ordnance Plant is planning to recruit the wives of workers who will be living in the 2,000 new housing units proposed for Windham, the idea being to have at least two workers for every home. Mr. Moss, who is in charge of the Windham project, recognizes the fact that many of the women will be mothers of small children, and he is trying to arrange facilities for caring for these children.

There is a difference of opinion about the advisability of encouraging the employment of married women who have children. Some persons (among them government officials) think it should not be done except as a last resort.

Judge McClellan, recently appointed head of the Welfare Division of the Defense Councils, believes that the best plan for Child Care is to have it decentralized and uniform. To this end, he is going to try to encourage some women in each neighborhood to look after the children of several of their neighbors for a small fee so that these other women may be relieved for work in the plant.

Despite all the opposition of various people to the employment of mothers of young children, the plant is going right on with its plan of recruiting the women at the Windham project. The only solution to the problem, therefore, is to set up some program of child care.

April 28, 1942

MEMORANDUM

To: Miss Helen Rowe, Room 621, Children's Bureau

From: Miss Cannon

I am attaching copies of the letter and material I sent to Mr. Neasmith.

I am also enclosing summaries of the surveys of Huntsville, Alabama; Milan and Nashville, Tennessee. A copy of Flora, Mississippi, is lacking; I will get it to you next week.

FEDERAL SECURITY AGENCY

COORDINATOR OF
HEALTH, WELFARE, AND RELATED DEFENSE ACTIVITIES

OFFICE OF THE
REGIONAL COORDINATOR

428 Midland Bank Building,
Minneapolis, Minnesota
April 13, 1942

Miss Mary Cannon,
Women's Bureau,
U. S. Department of Labor,
Washington, D. C.

Dear Miss Cannon:

Thank you for the summaries of the surveys made by the staff of the Women's Bureau. I have read them carefully and was interested in the problems which are presented. I am forwarding them to Miss Radin for her comment. When I return to Washington during the week of April 27, I would like to discuss with you the next steps in the use of these summaries. Do you want them released to the regional recreation representative of the Office of Defense Health and Welfare Services?

I would like to read the other summaries, but perhaps could read your copies, and then we could determine which ones could be copied for the use of our staff.

Sincerely yours,

Helen Rowe

Helen Rowe,
Consultant, Women's and Children's
Recreation,
Defense Health and Welfare Services

April 6, 1942

MEMORANDUM

To: Mr. Schottland, Children's Bureau

From: Mary Cannon, Women's Bureau

I am sending to you statements concerning the "arrangements for the care of children" taken from the surveys made by our field agents of Talladega, Childersburg, Sylacauga - Alabama; Huntsville, Alabama; Rock Island, Moline - Illinois; Davenport, Iowa; and Milan, Tennessee.

If you want fuller information about these communities, I can get it for you from the reports.

CARE OF CHILDREN

Talladega - Childersburg - Sylacauga, Alabama Area

Notes on the area -

Characteristics of surrounding area within commuting distance - The rural area consists of small farms operated by land owners or by sharecroppers. The chief products have been cotton and corn; but because of a large order for peanut oil received by this section of the country, the peanut industry will take predominance in the fall. Many women will be needed to shake the peanuts from the vines. The defense plants have caused a serious drain on farm labor, however, and complaints were heard that numbers of the farms have not been touched with a plough. Farmers and their wives have accepted defense jobs because it is the first opportunity ever offered them to earn cash income.

Comments concerning area beyond commuting distance - The entire southern region which includes the States of South Carolina, Georgia, Tennessee, Florida, Alabama, and Mississippi is concentrating on defense production. The office of Defense Health and Welfare for this region handles more defense areas than any other office in the country. In addition, a large number of troop cantonments are found here.

Child Care: There are two nursery schools in the area. The one at Talladega is operated by WPA and accommodates 60 children, but these are underprivileged children from low-income families rather than the children of defense workers. At Childersburg however, the twenty-five 2 and 3-year old children who attend the nursery school sponsored by the County Board of Education are from defense families living in trailer camps, but their mothers are not working. In fact, some of these mothers help with the school. This nursery school, formerly operated in the regular school building, now has a portable building. Under the direction of a trained supervisor and certified WPA personnel, the children stay from 8:30 o'clock in the morning until 2 o'clock in the afternoon. In addition to their regular lunch, they are provided with a mid-morning lunch and milk and toast before they leave. The school was set up because of congested housing conditions undesirable for the children.

Very few of the women who have come into the defense area with their husbands are working if they have children. The real problem, therefore, is not with the newcomers living near the plants, but rather with the children of rural mothers who commute long distances from their farm homes and either make no provisions for the care of their children, or leave them with a relative, or with negro servants. People with whom this matter was discussed seem to think that additional nursery schools in the towns would be of no help because the rural mothers would have no way of getting the children to and from the schools. The County Welfare Agent, is much concerned because the children are left with inadequate care, and thinks that one possible solution is to have a number of WPA protable units scattered about through the rural areas.

- - x - -

Rock Island - Moline, Illinois - Davenport, Iowa.

There are two nursery schools in the area. One of these was set up at Rock Island in 1937 for people with low incomes or on relief. It is run on the all-day plan with a hot meal at noon, and is sponsored by W.P.A. The other school is operated by the "Ladies Industrial Relief" at Davenport for the children of working mothers. Mrs. Kerns, W.P.A. educational supervisor for the Rock Island area, stated that an increasing number of mothers are going to work; and she feels that there is a definite need for a child center. She is now working on a survey which will show this need in concrete figures, and she plans to use the information collected as a basis for asking that such a center be set up in Rock Island City. The project will be rather expensive but volunteer workers can be used and Mrs. Kerns suggested that the children who can afford it might even be charged a small fee for their hot noon-day meal.

- - x - -

Huntsville, Alabama

On the basis of available information at the time the survey was made, it was difficult to tell whether many women will be employed in the two war industries. At peak production it is probable that a thousand or more women will be employed.

Child Care: In the crowded West Huntsville area where both parents of many children are already working in the cotton mills and where numbers of women who haven't been employed for some time are being called back to work, the County Board of Public Welfare reports a disturbing increase in juvenile delinquency. This indicates a need for the expansion of child care facilities.

There are in existence three W.P.A. pre-schools and two W.P.A. nursery schools in Huntsville. The pre-schools which come under the recreations division, keep the children for three hours during the morning, from 8:30 a.m. until 11:30 a.m. The program consists mostly of free play, and only fruit juices and crackers can be served.

The nursery schools, however, are run on the all-day plan, with a well-balanced noon meal prepared in the school's own kitchen. The children also get milk, and in the winter time cod-liver oil. They have cots and cover so that they may take a mid-day nap. One of the two nursery schools is for Negroes and the other for white children. Unfortunately, the old building for the white children was taken over as Arsenal property and a new one is now under construction so that the operation of this school has been temporarily suspended. According to reports, however, the new building will be so well equipped that it is well worth the time lost during its construction. The present facilities could probably care for the children of mothers who may be working in defense plants. If necessary, W.P.A. directors of the nursery schools can operate on two shifts in order to keep the children until their mothers get off from work in the afternoon.

- - x - -

Milan, Tennessee

The care of children of employed mothers seems to be much less of a problem here probably due to the fact that negro workers are available. I talked to two mothers who were employed in the plant and they had made arrangements for day and night care of their children and did not know any mother who left children alone. The personnel manager at the plant said these rural people were accustomed to helping each other and would inconvenience themselves to do it. However he thought some child care would have to be provided and has consulted Mr. Worthington, W.P.A. State Representative in Memphis concerning the establishment of a nursery under W.P.A. leadership.

March 27, 1942

MEMORANDUM

To: Miss Helen S. Rowe
Children's Bureau, Room 733

From: Mary Cannon
Women's Bureau, Room 1320

I am sending along summaries of the surveys of the following areas:

Alton, Illinois	Talladega, Alabama
Memphis, Tennessee	Childersburg, Alabama
Charlestown, Indiana	Sylacauga, Alabama
Kingsbury, Indiana	Burlington, Iowa

These are the ones of which I had one extra copy.

If you wish summaries of the reamining surveys, will you please let me know and perhaps we can cooperate in having them copied. They are:

St. Louis, Missouri	Dublin, Virginia
✓Crab Orchard Lake, Illinois	Aberdeen, Maryland
✓Joilet, Illinois	Elkton, Maryland
✓Burns City, Indiana	

If you want to read over these surveys, I will gladly send them on to you.

You will remember that these summaries are taken from more complete reports which are filed here. In case you want fuller information about some point, I will be glad to give you what the survey has.

MC:ml

files

Memorandum:

To: Helen S. Rowe, Children's Bureau Room 733
From: Mary Cannon Room 1320

Attached is the material we prepared for your personal information and use concerning recreational needs of Rural Defense Areas. We always ask that this material not be given publicity.

Defense Areas Where Recreational Needs Are Most Urgent

Defense Areas	Recreational Needs
Texarkana, Texas	Since practically all of the Defense Housing for Lone Star and Red River Ordnances is to be located in the nearby villages of Hooks and New Boston, some recreational facilities will be needed. The site of the women's dormitories was undetermined at time of agent's visit. It would seem better to build the dormitories either in Texarkana, where a U.S.O. building has been erected, or near the Housing project in Hooks where a recreation center could service both groups.
Jacksonville, Arkansas	Some kind of a recreation building will be needed near the housing project and trailer camp at Jacksonville. These projects are not far from the Administration area where dormitories are in process of construction. One building could service all of these groups.
Milan, Tennessee	Housing of all kinds was needed in Milan at time of agent's visit. The city has requested a Recreation Building. Has this project been certified? The existing facilities seemed to be very inadequate.
Flora, Mississippi	A recreational center is needed providing the proposed housing project is located in Flora.
Crab Orchard Lake, Illinois	Facilities are needed for recreation and housing in this area, although the influx of new people has not been the contributing cause to present conditions. This region has been a depressed one for a number of years due to unemployment in the mining industry.
Joliet - Wilmington - Elwood, Illinois	A community building is needed, and had been promised to local people interested, but the project had not been provided at time of agent's visit. What has happened in regard to this building?

Defense Areas Where Recreational Needs Are Most Urgent - Cont'd.

Defense Areas	Recreational Needs
Ravenna, Ohio	The recreational facilities should be moved to a more convenient location to the dormitories, or transportation be provided to these centers.
Kingsbury, Indiana (a) Walkerton: Women's Dormitories - 250 Additional dormitories in construction - 500 Trailer camp - Housing Units -	Inasmuch as all of these housing projects are in the same section of the town of Walkerton, some recreational center is needed. This building should contain a cafeteria as the eating facilities are three quarters of a mile from the dormitories and no good restaurants are available after walking that distance. The girls taking the 7 o'clock bus to the plant must walk uptown for breakfast although the bus passes the dormitories. Many of the girls do not eat breakfast as a result. The plant cafeteria does not open in time for them to get breakfast on the area.
(b) Kingsford Heights (Proposed site of 3,500 family houses and possible additional dormitories)	Since this housing project will be a little city just across the highway from the plant, recreational facilities should be incorporated in the building plans. Probably this has been done but it might be well to check on proposed plans.

Miss N. file
Community

May 9, 1942

Interview with Mr. Shottland, Children's Bureau, about Child Care Facilities

Money for Child Care Facilities is at present available under the Community Facilities Section of the Lanham Act.

"There are 175 steps" involved in securing money for a local community.

Briefly:

(a) A local community requests an application blank from the Regional Director of D. H. & W.
(b) The request or project must be sponsored by the local Welfare Department or the Board of Education.
(c) The Children's Bureau or the Office of Education (depending on the sponsoring agency) are the technical certifying agencies.
(d) The Children's Bureau or the Office of Education certifies the project to the Federal Works Agency.
(e) The Children's Bureau or Office of Education will certify a request only on recommendation of State Departments of Social Welfare or Board of Education.

The Children's Bureau has secured the cooperation of the Employment Service in not urging women to take jobs in war industries because it is their "patriotic duty"; and in trying to put women with small children on jobs at a time when it is possible for communities to care for children.

Have had thousands of requests from communities for publications on Community Program and Standards for Care of Children.

Miss Meriburg

Memorandum:

To: Helen S. Rowe, Children's Bureau Room 733
From: Mary Cannon Room 1320

Attached is the material we prepared for your personal information and use concerning recreational needs of Rural Defense Areas. We always ask that this material not be given publicity.

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Texarkana, Texas	Since practically all of the Defense Housing for Lone Star and Red River Ordnances is to be located in the nearby villages of Hooks and New Boston, some recreational facilities will be needed. The site of the women's dormitories was undetermined at time of agent's visit. It would seem better to build the dormitories either in Texarkana, where a U.S.O. building has been erected, or near the Housing project in Hooks where a recreation center could service both groups.
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Crab Orchard Lake, Illinois	Facilities are needed for recreation and housing in this area, although the influx of new people has not been the contributing cause to present conditions. This region has been a depressed one for a number of years due to unemployment in the mining industry.
Joliet - Wilmington - Elwood, Illinois	A community building is needed, and had been promised to local people interested, but the project had not been provided at time of agent's visit. What has happened in regard to this building?

Defense Areas Where Recreational Needs Are Most Urgent - Cont'd.

Defense Areas	Recreational Needs
Ravenna, Ohio	The recreational facilities should be moved to a more convenient location to the dormitories, or transportation be provided to these centers.
Kingsbury, Indiana (a) Walkerton: Women's Dormitories - 250 Additional dormitories in construction - 500 Trailer camp - Housing Units -	Inasmuch as all of these housing projects are in the same section of the town of Walkerton, some recreational center is needed. This building should contain a cafeteria as the eating facilities are three quarters of a mile from the dormitories and no good restaurants are available after walking that distance. The girls taking the 7 o'clock bus to the plant must walk uptown for breakfast although the bus passes the dormitories. Many of the girls do not eat breakfast as a result. The plant cafeteria does not open in time for them to get breakfast on the area.
(b) Kingsford Heights (Proposed site of 3,500 family houses and possible additional dormitories)	Since this housing project will be a little city just across the highway from the plant, recreational facilities should be incorporated in the building plans. Probably this has been done but it might be well to check on proposed plans.

Files

Com. Rec's
Defense

June 30, 1942

Mr. Nelson and Mrs. Edelman want a conference on three questions:

(1) To find out what proportions of single rooms and double rooms - what proportion between the two would you recommend in any one dormitory project

(2) What is the minimum lineal length of a closet for hanging clothes

(3) In these apartments- If a group of girls could take an apartment and keep house, how many could be housed in any one apartment

DEFENSE HEALTH AND WELFARE SERVICES

Office of the
Regional Director
(D.C., Md., N.C.,
Va., and W. Va.)

1025 Vermont Avenue N'.,
Washington, D.C.
June 29, 1942

To: All Members, Region IV Advisory Council

From: G. R. Parker,
Regional Director

Subject: Resume of Action Taken on Important Items Discussed at the Last Council Meeting April 13, 1942

You will recall that at the last meeting of the Regional Advisory Council held in Washington on April 13 several items of major importance were developed, which called for further consideration and action.

There is attached a resume of these problems together with a statement of action taken, or in process. Suggestions and criticisms will be appreciated.

G. R. Parker

G. R. Parker

Attachment

REPORT OF PROGRESS MADE ON PROBLEMS RAISED AT
REGIONAL ADVISORY COUNCIL MEETING APRIL 13, 1942

District of Columbia - Recreation Program

The recreation problem in the District was and is acute, but reorganization subsequent to the survey and recommendations made by the Recreation Division of the Office of Defense Health and Welfare Services has contributed to the working out of a sound recreation program.

Congress passed Public Law 534 on April 29, establishing a Recreation Board for the District of Columbia which in turn is authorized to appoint a Superintendent of Recreation. Hilo Christiansen was given this appointment and has entered on his duties. He is also a member of the Executive Committee of the volunteer group known as the Recreation and Hospitality Committee of the Civilian Mobilization Division (OCD). The Executive Committee now has a chairman, Floyd W. Akers, who is actively interested in the community problem. This committee will be supported by a large group of operating committees. In May the Division of Recreation of the Office of Defense Health and Welfare Services appointed Robert C. Cubbon as Field Representative in Region IV with special assignment to the District. Mr. Cubbon is working with the District groups in an advisory capacity.

Baltimore, Maryland - Social Protection Program

Three definite steps have been taken toward the establishment of a social protection program in Baltimore:

(1) Civic officials and leaders in civic life have recognized the existence of the social protection problem in Baltimore;

(2) As a result of the meeting sponsored by the Committee on War Social Services, definite action is going to be taken on the various aspects of the problem;

(3) The Social Protection representative has been asked to submit specific items of need with respect to health, law enforcement, detention facilities, and social services.

Baltimore, Maryland - Inadequate Transportation Facilities

After the meeting of the Regional Advisory Council, the chairman wrote the Director of the Office of Defense Transportation, Mr. Eastman, and gave him a summary of the problems of transportation to war industries in the Baltimore area. Mr. Eastman's office replied that some assistance had been given and that the situation would be kept under observation in order that additional help might be granted if needed.

Representatives of the Regional Office of Defense Health and Welfare Services, the National Resources Planning Board, and the Maryland Planning Commission met in the office of the chairman of the Advisory Council and planned means of giving further assistance. The chairman of the Maryland Planning Commission was delegated to discuss the problem with the Governor of Maryland. As a result of his conference with the Governor, and a progress

report from the Governor's Committee on Transportation, it was revealed that much has already been done toward a solution. At the present time, plans are nearing completion for supplying 100 busses to transport about 18,000 workers to the Glenn L. Martin plant, to stagger school hours, and otherwise to ease the situation.

Elkton, Maryland - Lack of Convenient Eating Facilities

Following the Regional Advisory Council meeting, the chairman, at the Council's suggestion, brought this problem to the attention of the Regional Directors of the Farm Security Administration and the National Housing Agency. A resurvey of the problem brought out the fact that private enterprise would be willing to start a restaurant across the street from the dormitories, if assured that the additional dormitories programmed were to be built shortly and if assured that it would be possible to secure the necessary building material and equipment. It was possible to give assurance on the first point and to promise to do everything possible on the latter point. Therefore, as soon as materials can be received, construction will start on a restaurant.

Elkton, Maryland - Inadequate Housing for Workers in Explosives Factories

On April 24, the President approved housing projects, Md. 18153, and Md. 18154, for the construction of 496 dormitory units each. On April 25 they were both assigned to the Federal Public Housing Agency for construction, but 18154 is being deferred pending availability of funds.

Creedmoor, North Carolina - Inadequate Water Supply

Due to its proximity to Camp Butner, the Public Health Service recommended that Lanham Act funds be allotted for waterworks improvements and disposal plant sewers for Creedmoor. On April 24, project Docket No. 31-222 and No. 31-223, covering these needs, were received in the Regional Office. On May 8 this office recommended approval of these projects and they are now under consideration in the Regional Office of the Federal Works Agency.

Morehead City, North Carolina - Increasing Need of Additional Hospital Facilities

Recognizing the problem of hospital facilities adequate to care for the constantly increasing number of victims of ship torpedoings being brought into Morehead City, as well as the greatly increased population in the surrounding area due to the Marine and Naval bases, the President approved Project No. 31-157 for a 15-bed addition to the Municipal Hospital. By use of temporary construction, it was possible to build a 32-bed addition with the money, and this addition will be available for use July 4.

On June 6, Project No. 31-232, for the construction of a permanent annex to the Morehead City Hospital was filed. A survey of the need for this permanent construction is now under way by the Public Health Service, and their report will be received shortly.

New Bern, North Carolina - Inadequate Hospital Facilities for Whites and Negroes

Previous projects filed for hospital facilities for whites and Negroes were disapproved on legal grounds. Project Docket No. 31-216, for construction of a 42-bed addition to the Good Shepherd Hospital, a Negro, non-profit

institution, has been recommended for approval of 25 beds on the regional level, and on May 15 the Surgeon General also recommended approval of 25 beds.

On May 22, the City of New Bern and the County filed an application (31-231) for construction of a public hospital to cost $281,390. This is now under consideration in the Regional Office of the Federal Works Agency.

Blackstone, Virginia - Social Protection

To date there has been no evidence of prostitution moving into the Blackstone area, but this situation may change materially by the time the full contingent of troops arrives. There is already a close working relationship between the local and State police, and the Provost Marshal of Camp Pickett has actively interested himself in the over-all law enforcement program in the community. The police and courts in Blackstone have started to use the services of the Travelers Aid in the handling of women, and the County Social Service Bureau will also participate in this program. The immediate goals are: the Travelers Aid will need at least one additional person to carry on such services; a detention facility for women is needed, and efforts are being made to secure it; and closing of the "red light" district in Lynchburg which is under consideration by the City officials following discussions between them and representatives of the Division of Social Protection.

Hampton Roads Area, Virginia - Social Protection

In working for the establishment of an effective social protection program in this area, there are three results in particular which we hope to gain: (1) installation of a permanent shore patrol by the Navy (2) completion of a plan for the detention of women (3) a complete undercover study of conditions within and outside Norfolk, which evidence can be used by local police. A conference has already taken place with the liaison officer of the Navy Department. Within the next three or four weeks, a good bit of ground work must be done with the Navy, the courts, and the local social agencies. Following this work, meetings between Naval and civilian authorities will be arranged which we hope will get the program under way on a sound basis.

Dublin, Virginia - Lack of Eating Facilities

The occupancy of the dormitories at Dublin is still about 3 percent in spite of the offer of the plant manager of the New River Ordnance Plant to provide free transportation from the dormitories to the plant cafeteria for the evening meal. A restaurant is being constructed by private enterprise on a piece of land adjacent to the project site, which may partially solve the problem, and the Farm Security Administration is seriously considering the construction and equipping of a restaurant on the plant property for the workers.

Department of Education, Virginia - Inadequate Training Program

Since the appointment of Raymond V. Long as Director of Defense Training for Virginia, this program is going along very satisfactorily and the State Department of Education is working in close cooperation with the Bureau of Employment Security.

Point Pleasant, West Virginia - High Tolls on Bridge Reduced

Employees of the Marietta Boat Works and the Badger Construction Company may purchase books of 20 tickets for $3.50 to cover the toll on the bridge over the Ohio. As few of the employees drive alone, the cost per person may be divided in half, at least. The personnel manager of the Marietta Boat Company says this toll has no effect on the recruitment of labor from Ohio.

Point Pleasant, West Virginia - Inadequate Housing

On April 18, the allocation of funds and the assignment to a construction agency of the following projects were completed: 1,000 demountable houses, of which 300 are deferred pending availability of funds, 300 utility units and 250 trailers. Subsequently, a meeting was held in the Regional Office of Defense Health and Welfare Services to make a tentative selection of sites for the housing.

PROBLEMS DISCUSSED AT REGIONAL ADVISORY COUNCIL MEETING ON WHICH NO SIGNIFICANT PROGRESS HAS BEEN MADE

District of Columbia - Insufficient Schools

Five applications to construct additions to schools or new schools have been filed under the Lanham Act and approved by the President but are suspended pending priority ratings.

District of Columbia - Appropriation Bill for Lanham Act Funds

The District appropriation has not yet passed both houses of Congress.

Baltimore, Maryland - Insufficient Schools

Four applications, two of which were divided into two parts, have been submitted for new schools and additions to existing schools in Baltimore City and Baltimore County. These have received Presidential approval with the exception of 18-137 (additions to two schools for which regional offices recommended disapproval) and 18-157 (Negro school at Sollers Point) but are suspended awaiting priority rating. Docket No. 18-137 is suspended awaiting administrative consideration, and 18-157 is in the central office of the Federal Works Agency. The Regional Engineer recommended approval.

Baltimore, Maryland - Insufficient Use of Women and Negroes in War Industries

Both of these problems have shown slight but not significant improvement.

Maryland - Shortage of Agricultural Labor

Blackstone, Virginia - Insufficient Housing

The War Department has not yet requested National Housing Agency to construct any housing. No action can be taken until such request is made.

Virginia - Shortage of Agricultural Labor

Region IV - Day Care Program

National program and policies are not yet announced.

Hampton Roads, Virginia - Insufficient Schools

Norfolk County - Project Docket No. 44-162
Recommended for approval by FWA and other certifying agencies.
- Project Docket No. 44-271
Received in central office of FWA June 17, 1942. Deferred because of class "B" priority rating recommended by Regional Engineer, FWA.

Norfolk City - Project Docket No. 44-905
Received Presidential approval but is suspended pending receipt of priority rating.
- Project Docket No. 44-275
Received in central office of FWA. Deferred because of class "B" priority rating recommended by Regional Engineer, FWA.
- Project Docket No. 44-163, Cradock
Construction started.

Newport News - Project Docket No. 44-126
Received Presidential approval but is suspended pending receipt of priority rating.
- Project Docket No. 44-270
Received in central office of FWA. Deferred because of class "B" priority recommended by Regional Engineer, FWA.

Elizabeth City Co. - Project Docket No. 44-133
Construction started.
- Project Docket No. 44-273
Received in central office of FWA. Deferred because of class "B" priority recommended by Regional Engineer of FWA.

Warwick Co. - Project Docket No. 44-157
Construction started.
Project Docket No. 44-274
Received in central office of FWA June 17, 1942. Deferred because of class "B" priority rating recommended by Regional Engineer, FWA.

June 29, 1942
Office of Defense Health and Welfare Services
Region IV

Files
Defense

NATIONAL CATHOLIC COMMUNITY SERVICE

MEMBER AGENCY OF THE UNITED SERVICE ORGANIZATIONS FOR NATIONAL DEFENSE

1312 MASSACHUSETTS AVENUE, N. W.
WASHINGTON, D. C.

WOMEN'S BUREAU
JUN 10 1942
DEPARTMENT OF LABOR

June 9, 1942

Miss Mary Anderson, Director
U. S. Department of Labor
Women's Bureau
Washington, D. C.

Dear Miss Anderson:

Certainly we appreciate the material which you have sent us for distribution to the USO clubs operated by the Women's Division of the National Catholic Community Service.

Publications from the Women's Bureau came some days ago and those from the Government Printing Office yesterday. We are busy sending them out to our club directors.

We particularly appreciate the copies of your talk on Women's Jobs in War Industries for we know it will give our staff a much better understanding of those with whom they are working.

With our sincere thanks for your continued cooperation.

Very sincerely,

Anna Rose Kimpel

ARK:MCH

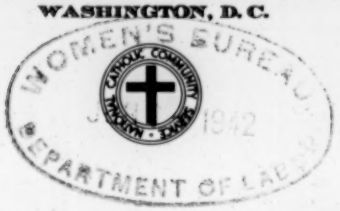
files Community Defense

NATIONAL CATHOLIC COMMUNITY SERVICE

MEMBER AGENCY OF THE UNITED SERVICE ORGANIZATIONS FOR NATIONAL DEFENSE

1312 MASSACHUSETTS AVENUE, N. W.

WASHINGTON, D. C.



June 8, 1942

Miss Mary Anderson, Director
Women's Bureau
U. S. Department of Labor
Washington, D. C.

Dear Miss Anderson:

Thank you for the summaries of the community surveys made by the Women's Bureau agents of the Minden, Louisiana; Texarkana, Texas, and Jacksonville, Arkansas, defense areas; as well as the reports on the return visits to Burlington, Iowa and Kingsbury, Indiana.

You may be sure that we will consider the reports strictly confidential.

With appreciation, I am

Sincerely yours,

Anne Sarachan Hooley

lm

June 2, 1942

Miss Anne Sarachon Hooley
National Catholic Community Service
1312 Massachusetts Avenue, N. W.
Washington, D. C.

My dear Miss Hooley:

I am enclosing summaries of the community surveys made by the Women's Bureau agents of the Minden, Louisiana; Texarkana, Texas, and Jacksonville, Arkansas, defense areas; also reports on the return visits to Burlington, Iowa, and Kingsbury, Indiana. As you already know, these reports are for the use of your office, and I am sure I need not ask you again not to give them publicity.

Sincerely yours,

Mary Anderson, Director

Enclosures
MC:ml

Community Reds.

NATIONAL CATHOLIC COMMUNITY SERVICE

MEMBER AGENCY OF THE UNITED SERVICE ORGANIZATIONS FOR NATIONAL DEFENSE

1312 MASSACHUSETTS AVENUE, N. W.
WASHINGTON, D. C.



April 29, 1942

Miss Mary Anderson, Director
Women's Bureau
U. S. Department of Labor
Washington, D. C.

Dear Miss Anderson:

In Miss Hooley's absence from the office may I acknowledge receipt of the summaries of community surveys of Milan and Nashville, Tennessee; Huntsville, Alabama; and the Flora, Mississippi area.

Your kindness is greatly appreciated and you may be sure the reports will be considered strictly confidential.

Sincerely yours,

Lucie J. McAnany

Secretary to Miss Hooley

lm

April 28, 1942

Miss Anne Sarachon Hooley
National Catholic Community Service
1312 Massachusetts Avenue, N. W.
Washington, D. C.

My dear Miss Hooley:

I am enclosing summaries of the community surveys made by the Women's Bureau agents in Milan and Nashville, Tennessee; Huntsville, Alabama; and Flora, Mississippi, Defense areas. We have been requested not to give location of defense plants - so I ask your cooperation again in not giving any publicity to these reports.

Sincerely yours,

Mary Anderson, Director.

Enclosure
MC:MBS

March 23, 1942

Miss Anne Sarachon Hooley
National Catholic Community Service
1312 Massachusetts Avenue, N. W.
Washington, D. C.

My dear Miss Hooley:

I am enclosing summaries of the community surveys made by the Women's Bureau in Memphis, Tennessee; Talladega - Childersburg - Sylacauga - Alabama; Burlington, Iowa; Alton, Illinois; and Rock Island, Moline, Illinois; Davenport, Iowa, Defense areas. We have been requested not to give location of defense plants - so I ask your cooperation again in not giving any publicity to these reports.

Yours sincerely,

Mary Anderson, Director.

Enclosure
MA:LB

NATIONAL CATHOLIC COMMUNITY SERVICE

MEMBER AGENCY OF THE UNITED SERVICE ORGANIZATIONS FOR NATIONAL DEFENSE

1312 MASSACHUSETTS AVENUE, N. W.

WASHINGTON, D. C.

March 28, 1942

Miss Mary Anderson, Director
Women's Bureau
U. S. Department of Labor
Washington, D. C.

My dear Miss Anderson:

Thank you for sending us the summaries of the community surveys made by the Women's Bureau in Burlington, Iowa; Rock Island, Moline, Illinois; Davenport, Iowa; Alton, Illinois Area; Talladega, Childersburg, Sylacauga, Alabama defense area; and the Memphis, Tennessee area.

These will certainly be very helpful to us, and you may be sure we will consider them confidential.

With appreciation, and best good wishes, I am

Cordially yours,

Anne Isaachon Hooley

lm

NATIONAL CATHOLIC COMMUNITY SERVICE
MEMBER AGENCY OF THE UNITED SERVICE ORGANIZATIONS FOR NATIONAL DEFENSE
1312 MASSACHUSETTS AVENUE, N. W.
WASHINGTON, D. C.

March 10, 1942

Miss Mary Anderson
Director Women's Bureau
Department of Labor
Washington, D. C.

Dear Miss Anderson:

Again the Women's Division of the N.C.C.S. is very grateful to the Women's Bureau for the summaries of the community surveys received. We have sent a copy to our supervisor in the mid West, knowing that she will hold the material confidential as you request.

The N.C.C.S.-Women's Division has two USO staff members assigned to St. Louis. At present they are operating from an office at 1474 Hodiamont Street, rented jointly with the Y.W.C.A. Our two agencies are studying the situation while they are doing extensive area work, hoping that soon regular club facilities will be available.

We have a designation of two-worker rental in the Crab Orchard area, and are planning to send out director in next week. Again she will have to look over the situation and decide whether USO Club can be of the greatest service to the largest number of defense workers.

To date the N.C.C.S. is doing nothing in the Joliet area, but our N.C.C.S. Committee is very active there, and it is possible that we shall seek a designation there shortly.

Again thanking you for your help and cooperation.

Very sincerely,

Anne Sarachon Hooley

Anne Sarachon Hooley

ASH:HQ

March 2, 1942

Miss Anne Sarachon Hooley
National Catholic Community Service
1312 Massachusetts Avenue, N.W.
Washington, D.C.

My dear Miss Hooley:

I am enclosing summaries of the community surveys made by the Women's Bureau agents in the St. Louis, Crab Orchard Lake, Joliet, Wilmington, Elwood, Illinois areas. Since these reports are confidential, will you please give them no publicity and as little circulation as possible.

Thank you for your letter acknowledging the last reports that were sent, and for the information you gave. I hope you will keep us informed about any action your organization may have taken or plans to take in these areas.

Yours sincerely,

Mary Anderson, Director

Enclosures
am

NATIONAL CATHOLIC COMMUNITY SERVICE

MEMBER AGENCY OF THE UNITED SERVICE ORGANIZATIONS FOR NATIONAL DEFENSE

1312 MASSACHUSETTS AVENUE, N. W.

WASHINGTON, D. C.

WOMEN'S BUREAU
DEPARTMENT OF LABOR

February 17, 1942

Miss Mary Anderson, Director
U. S. Department of Labor
Women's Bureau
Washington, D. C.

Dear Miss Anderson:

May we thank you for the summaries of the splendid community surveys made by the Women's Bureau in Charlestown, Kinsbury, and Burns City, Indiana, areas. These are most helpful to us in planning our work. Certainly, we shall respect your request that we keep them confidential. We have given copies to our Field Supervisor in this area, knowing that she will keep the material for her own use only.

As shown in this survey, we have two NCCS workers in the Walkerton-Knox area. Under the auspices of the Women's Division of the NCCS they are planning to open a USO Club there in the very near future. The director of the housing unit has offered them one of the apartments as the beginning set-up until more adequate facilities can be obtained. The director is also investigating the possible use of a store for activities.

As also shown in this summary, we have one area worker in the Charlestown, Indiana, area. In cooperation with the YWCA this NCCS staff member is working with the groups in Jeffersonville and Charlestown in the hope of enlarging the program.

To date we have done nothing in Burns City, Indiana, but our supervisor in that area will watch the situation and we shall be very glad to be of service if the need is evident.

Thank you again for your help and cooperation.

Cordially yours,

Anne Sarachon Hooley

Anne Sarachon Hooley

ASH:MCH

February 6, 1942

Miss Anne Sarachon Hooley
National Catholic Community Service
1312 Massachusetts Avenue, N. W.
Washington, D. C.

My dear Miss Hooley:

In December we sent you a report concerning the needs for women workers in certain areas of Maryland and Virginia. Before making a revisit of these areas we would like to know whether your organization has taken up any of the local problems which we presented. If so, may we know the present status of your activities?

You will be glad to know that much headway has been made in shifting the duration dormatory plans. Both the Farm Security Administration and the Housing Coordinator's Office were most receptive to our suggestions. Dormatories already built will have electrical connections for electric plates put in each room. Laundry facilities will be made available and other minor facilities suggested will be installed. Where large dormatory units will be built, there will be an administrative and recreation building to meet the needs of all units. Where the number of units is small, one wing of a dormatory will be devoted to recreation. We have asked that this be partitioned so that part be used for lively games and part for lounging. We have not as yet won out on our request that there be smaller bathroom units. The main difficulty seems to be in securing pipe. Our decision was to watch the dormatories in operation in two areas and determine the extent to which the girls themselves found the bathroom arrangements unsatisfactory.

Since December 7th all war industry firms give us data only as confidential material. Therefore, it will not be possible to send to you exact information as to numbers. We will describe needs and action taken but must greatly curtail the detail previously sent to you.

May we hear from you about Maryland and Virginia?

Sincerely,

Bertha M. Nienburg,
Assistant Director

BMN:LW

Def. Com Needs

December 10, 1941

Miss Anne S. Hooley
National Catholic Community Service
1312 Massachusetts Avenue, North West
Washington, D. C.

My dear Miss Hooley:

Attached herewith is a statement of women's employment conditions in Maryland. Detailed studies of community needs were made in Elkton and Aberdeen. Such studies are attached. Community surveys were not made in Baltimore or Hagerstown; while the defense pressure for general housing and recreation is great in Baltimore, it can be met by increasing facilities and services already existing.

The need of Elkton is immediate - First, for more adequate plans for the housing of women defense workers, (A conference on this matter was held with your representative.) Second, for recreation for women defense workers. As you will see from the attached descriptions, there is nothing in the community on which to build. Expert assistance is needed in getting a recreational program under way. Mrs. Cronin of Elkton, Maryland, should be contacted.

Will you see that this report reaches the members of your regular staff interested in industrial women.

Sincerely,

Bertha M. Nienburg,
Assistant Director

Enclosure

BMN:LW

October 10, 1941

Miss Anne S. Hooley
National Catholic Community Service
1312 Massachusetts Avenue, North West
Washington, District of Columbia

My dear Miss Hooley:

Enclosed herewith is a statement of the Application of State and Federal Laws to the Hours of Women Employed on Defense Projects. You will recall that this was requested in our conference during the summer for use of your project workers. I am sorry this report has been delayed but we wanted it checked by our Solicitor's Office before issuance.

Sincerely,

Bertha M. Nienburg,
Acting Director

BMN:LW

July 28, 1941.

Miss Anne Sarachon Hooley,
National Catholic Community Service,
1312 Massachusetts Avenue, N.W.
Washington, D.C.

My dear Miss Hooley:

I want to thank you for your cooperation and assistance in coming to confer with members of the Women's Bureau on our proposed bulletin on policies, standards, and procedures for effective recreational and housing programs for the various types of women connected with defense activities. We shall be glad to receive from you any other suggestions as to what you would like to have included in the bulletin and to give you opportunity to review the report in its final stages.

I regret that I was unable to be present at the conference and I take this opportunity to express our desire to cooperate with you in all ways that our wherewithal permits, by furnishing the types of information which you requested at the conference.

I should appreciate having you outline in letter form the specific types of information that will be of most assistance to you. Such a recapitulation will help us to formulate our program more clearly.

Sincerely yours,

MVR
erb

Mary Anderson, Director

June 2, 1942

Miss Margaret Creech
National Travelers' Aid
425 Fourth Avenue
New York, New York

My dear Miss Creech:

I am enclosing summaries of the community surveys made by the Women's Bureau agents of the Minden, Louisiana; Texarkana, Texas, and Jacksonville, Arkansas, defense areas; also reports on the return visits to Burlington, Iowa, and Kingsbury, Indiana. As you already know, these reports are for the use of your office, and I am sure I need not ask you again not to give them publicity.

Sincerely yours,

Mary Anderson, Director

Enclosures
MC:ml

May 7, 1942

Miss Margaret Creech
National Travelers' Aid
425 Fourth Avenue
New York, N. Y.

My dear Miss Creech:

I am enclosing summaries of the community surveys made by the Women's Bureau agents in Macon, Georgia, and Ravenna, Ohio, defense areas. We have been requested not to give location of defense plants, so I ask your cooperation again in not giving any publicity to these reports.

Sincerely yours,

Mary Anderson, Director.

Enclosures
MC:MMG

April 28, 1942

Miss Margaret Creech
National Travelers Aid
425 Fourth Avenue
New York, N. Y.

My dear Miss Creech:

I am enclosing summaries of the community surveys made by the Women's Bureau agents in Milan and Nashville, Tennessee; Huntsville, Alabama; and Flora, Mississippi, Defense areas. We have been requested not to give location of defense plants - so I ask your cooperation again in not giving any publicity to these reports.

Sincerely yours,

Mary Anderson, Director.

Enclosure
MC:MEO

March 23, 1942

Miss Margaret Creech
National Travelers Aid
425 Fourth Avenue
New York, N. Y.

My dear Miss Creech:

I am enclosing summaries of the community surveys made by the Women's Bureau agents in Memphis, Tennessee; Talladega - Childersburg - Sylacauga - Alabama; Burlington, Iowa; Alton, Illinois; and Rock Island, Moline, Illinois; Davenport, Iowa Defense areas. We have been requested not to give location of defense plants - so I ask your cooperation again in not giving any publicity to these reports.

Yours sincerely,

Mary Anderson, Director.

Enclosure
MC:LB

President RANDALL J. LEBOEUF, JR. | *Treasurer* HOBART M. MCPHERSON | *Secretary* ELEANOR D. GILLESPIE | *General Director* BERTHA MCCALL

files Comm

NATIONAL TRAVELERS AID ASSOCIATION

TO UNITE TRAVELERS AID SOCIETIES IN A NATION-WIDE CHAIN OF SERVICE

425 Fourth Avenue, New York, N. Y. *Telephone:* MUrray Hill 3-3978

March 20, 1942.

Miss Mary Anderson, Director,
U.S. Department of Labor,
Women's Bureau,
Washington, D. C.

Dear Miss Anderson:

Thank you so much for the summaries of the community surveys made by the Women's Bureau agents in the St. Louis, Crab Orchard Lake, Joliet, Wilmington, Elwood, Illinois areas.

I was very glad to have these in the office and I have also shown them to our field supervisor in that area.

Sincerely yours,

Margaret Creech

Margaret Creech
Director of Information and Studies

MC:mt

MEMBER OF UNITED SERVICE ORGANIZATIONS FOR NATIONAL DEFENSE

March 2, 1942

Miss Margaret Creech
National Travelers' Aid
425 Fourth Avenue
New York, New York

My dear Miss Creech:

I am enclosing summaries of the community surveys made by the Women's Bureau agents in the St. Louis, Crab Orchard Lake, Joliet, Wilmington, Elwood, Illinois, areas. Since these reports are confidential, will you please give them no publicity and as little circulation as possible?

Thank you for your letter acknowledging the last reports that were sent.

Yours sincerely,

Mary Anderson, Director

Enclosures

am

President RANDALL J. LEBOEUF, JR. | *Treasurer* HOBART M. MCPHERSON | *Secretary* ELEANOR D. GILLESPIE | *General Director* BERTHA MCCALL

NATIONAL TRAVELERS AID ASSOCIATION

TO UNITE TRAVELERS AID SOCIETIES IN A NATION-WIDE CHAIN OF SERVICE

425 Fourth Avenue, New York, N. Y. *Telephone:* MUrray Hill 3-3978

February 19, 1942.

Bertha M. Nienburg, Assistant Director,
U. S. Department of Labor,
Women's Bureau,
Washington, D. C.

Dear Miss Nienburg:

We are very glad to have the report on conditions for women workers in certain areas of Maryland and Virginia. I have referred this to our field representative in that area who would be more able to answer questions about local problems.

I hope that we shall be able to write you more definitely later regarding any contact that has been made in the districts referred to by you.

Sincerely,

Margaret Creech

Margaret Creech
Director of Information and Studies

MC/t

MEMBER OF UNITED SERVICE ORGANIZATIONS FOR NATIONAL DEFENSE

February 9, 1942

Miss Margaret Creech
National Travelers' Aid
425 Fourth Avenue
New York City, N. Y.

My dear Miss Creech:

I am enclosing summaries of the community surveys made by the Women's Bureau agents in the Charlestown, Kingsbury, and Burns City, Indiana, areas. Since these reports are confidential, will you please give them no publicity and as little circulation as possible?

We ask you to let us know concerning any action your organization may have taken or plans to take in these areas.

Yours sincerely,

Mary Anderson, Director

Enclosures
MC:
MMC

February 9, 1942

Miss Ganevieve Lowry
U.S.O. Office
600 Lexington Avenue
New York City, N. Y.

My dear Miss Lowry:

I am enclosing summaries of the community surveys made by the Women's Bureau agents in the Charlestown, Kingsbury, and Burns City, Indiana, areas. Since these reports are confidential, will you please give them no publicity and as little circulation as possible.

We ask you to let us know concerning any action your organization may have taken or plans to take in these areas.

Yours sincerely,

Mary Anderson, Director

Enclosures
MC:
KNG

Mrs. Turner

February 9, 1942

Mrs. Pearl Case Blough, Secretary
U.S.O. Services for Girls and Women
United Service Organizations
Empire State Building
New York, N. Y.

My dear Mrs. Blough:

I am enclosing summaries of the community surveys made by the Women's Bureau agents in the Charlestown, Kingsbury, and Burns City, Indiana, areas. Since these reports are confidential, will you please give them no publicity and as little circulation as possible?

We ask you to let us know concerning any action your organization may have taken or plans to take in these areas.

Yours sincerely,

Mary Anderson, Director

Enclosures
MC:
MEC

February 9, 1942

Miss Anne Sarachon Hooley
National Catholic Community Service
1312 Massachusetts Avenue, N. W.
Washington, D. C.

My dear Miss Hooley:

I am enclosing summaries of the community surveys made by the Women's Bureau agents in the Charlestown, Kingsbury, and Burns City, Indiana, areas. Since these reports are confidential, will you please give them no publicity and as little circulation as possible?

We ask you to let us know concerning any action your organization may have taken or plans to take in these areas.

Yours sincerely,

Mary Anderson

Enclosures
MC:
MMO

February 6, 1942

Miss Margaret Creech
National Traveler's Aid
425 Fourth Avenue
New York, New York

My dear Miss Creech:

In December we sent you a report concerning the needs for women workers in certain areas of Maryland and Virginia. Before making a revisit of these areas we would like to know whether your organization has taken up any of the local problems which we presented. If so, may we know the present status of your activities?

You will be glad to know that much headway has been made in shifting the duration dormatory plans. Both the Farm Security Administration and the Housing Coordinator's Office were most receptive to our suggestions. Dormatories already built will have electrical connections for electric plates put in each room. Laundry facilities will be made available and other minor facilities suggested will be installed. Where large dormatory units will be built, there will be an administrative and recreation building to meet the needs of all units. Where the number of units is small, one wing of a dormatory will be devoted to recreation. We have asked that this be partitioned so that part be used for lively games and part for lounging. We have not as yet won out on our request that there be smaller bathroom units. The main difficulty seems to be in securing pipe. Our decision was to watch the dormatories in operation in two areas and determine the extent to which the girls themselves found the bathroom arrangements unsatisfactory.

Since December 7th all war industry firms give us data only as confidential material. Therefore, it will not be possible to send to you exact information as to numbers. We will describe needs and action taken but must greatly curtail the detail previously sent to you.

May we hear from you about Maryland and Virginia?

Sincerely,

Bertha M. Nienburg,
Assistant Director

BMN:LW

December 31, 1941

Mr. Ray Johns
Room 1630, Empire State Building
New York, New York

My dear Mr. Johns:

At the request of Margaret Creech we are sending you a copy of our report on community conditions in Maryland's outlying war areas. I assume that Miss Creech was especially interested in your knowing the situation at Elkton.

Very truly yours,

Bertha M. Nienburg,
Assistant Director

BMN:LW

Maryland Community Report attached.

NATIONAL TRAVELERS AID ASSOCIATION

TO UNITE TRAVELERS AID SOCIETIES IN A NATION-WIDE CHAIN OF SERVICE

425 Fourth Avenue, New York, N. Y. *Telephone:* MUrray Hill 3-3978

MEMBER OF UNITED SERVICE ORGANIZATIONS FOR NATIONAL DEFENSE

December 26, 1941.

Miss Bertha M. Nienburg,
Assistant Director, Women's Bureau,
U. S. Department of Labor,
Washington, D. C.

Dear Miss Nienburg:

I am very sorry for the omission of a sentence in the letter which I wrote on December 20th.

I had wanted to suggest that it might be useful to send a copy of your study on women's employment conditions in Maryland to the United Service Organization. Mr. Ray Johns, Room 1630, Empire State Building, New York, N. Y., is the name of the Director of Field Service to whom this should be addressed.

Very truly yours,

Margaret Creech

Margaret Creech,
Director of Information and Studies

MC:t

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General Director
BERTHA MCCALL

December 23, 1941

Miss Margaret Creech
Director of Information and Studies
National Travelers Aid Association
425 Fourth Avenue
New York, New York

My dear Miss Creech:

Miss Nienburg asked me to write and ask if part of the letter you sent to her has been left out. She said she did not know who Mr. Ray Johns was.

Very truly yours,

Lorina M. Wendt,
Secretary to Miss Nienburg

NATIONAL TRAVELERS AID ASSOCIATION

TO UNITE TRAVELERS AID SOCIETIES IN A NATION-WIDE CHAIN OF SERVICE

425 Fourth Avenue, New York, N. Y. *Telephone:* MUrray Hill 3-3978

MEMBER OF UNITED SERVICE ORGANIZATIONS FOR NATIONAL DEFENSE

December 20, 1941.

Miss Bertha M. Nienburg,
Assistant Director, Woman's Bureau,
U. S. Department of Labor,
Washington, D. C.

Dear Miss Nienburg:

It has occurred to us that it might be useful to send a copy of the extensive study which you made and transmitted to this office concerning women's employment conditions in Maryland.

If you decide to do this it should go to Mr. Ray Johns, Room 1630, Empire State Building, New York, N. Y.

Very truly yours,

Margaret Creech

Margaret Creech,
Director of Information
and Studies

MC:t

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NATIONAL TRAVELERS AID ASSOCIATION

To Unite Travelers Aid Societies in a Nation-Wide Chain of Service

425 Fourth Avenue, New York, N. Y. *Telephone:* MUrray Hill 3-3978

MEMBER OF UNITED SERVICE ORGANIZATIONS FOR NATIONAL DEFENSE

December 20, 1941.

Miss Bertha M. Nienburg,
Assistant Director, Woman's Bureau,
U. S. Department of Labor,
Washington, D. C.

Dear Miss Nienburg:

It has occurred to us that it might be useful to send a copy of the extensive study which you made and transmitted to this office concerning women's employment conditions in Maryland.

If you decide to do this it should go to Mr. Ray Johns, Room 1630, Empire State Building, New York, N. Y.

Very truly yours,

Margaret Creech

Margaret Creech,
Director of Information
and Studies

MC:t

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NATIONAL TRAVELERS AID ASSOCIATION

TO UNITE TRAVELERS AID SOCIETIES IN A NATION-WIDE CHAIN OF SERVICE

425 Fourth Avenue, New York, N. Y. *Telephone:* MUrray Hill 3-3978

MEMBER OF UNITED SERVICE ORGANIZATIONS FOR NATIONAL DEFENSE

December 12, 1941

Miss Bertha M. Nienburg
Assistant Director
Women's Bureau
U. S. Department of Labor
Washington, D. C.

Dear Miss Nienburg:

We are very much interested in the statement of women's employment conditions in Maryland which was received today. However plans for service at Elkton are not included in the Travelers Aid program.

I presume you have sent similar material to the Y.W.C.A. for their consideration in plans for women industrial workers. I shall pass this material which you sent on to other members of the staff here, and we do appreciate having access to it.

Sincerely,

Margaret Creech

Margaret Creech
Director of Information and Studies

MC/d

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General Director
BERTHA MCCALL

December 10, 1941

Miss Margaret Creech,
National Traveler's Aid
425 Fourth Avenue
New York, New York

My dear Miss Creech:

Attached herewith is a statement of women's employment conditions in Maryland. Detailed studies of community needs were made in Elkton and Aberdeen. Such studies are attached. Community surveys were not made in Baltimore or Hagerstown; while the defense pressure for general housing and recreation is great in Baltimore, it can be met by increasing facilities and services already existing.

The need of Elkton is immediate - First, for more adequate plans for the housing of women defense workers. (A conference on this matter was held with your representative.) Second, for recreation for women defense workers. As you will see from the attached descriptions, there is nothing in the community on which to build. Expert assistance is needed in getting a recreational program under way. Mrs. Cronin of Elkton, Maryland, should be contacted.

Will you see that this report reaches the members of your regular staff interested in industrial women.

Sincerely,

Bertha M. Nienburg,
Assistant Director

Enclosure

BMN:LW

P.S. You will see that members of ... Pa. Del ... areas.

NATIONAL TRAVELERS AID ASSOCIATION

To Unite Travelers Aid Societies in a Nation-Wide Chain of Service

425 Fourth Avenue, New York, N. Y. *Telephone:* MUrray Hill 3-3978

MEMBER OF UNITED SERVICE ORGANIZATIONS FOR NATIONAL DEFENSE

October 14, 1941

Miss Bertha M. Nienburg, Acting Director
U. S. Department of Labor
Women's Bureau
Washington, D. C.

My dear Miss Nienburg:

Thank you for the statement of the Application of State and Federal Laws to the Hours of Women Employed on Defense Projects.

I am very glad to have this and shall see that the local workers of the Travelers Aid Societies in those locations where it may be desirable, receive copies.

Very truly yours,

Margaret Creech

Margaret Creech
Director
Department of Information and Studies

mc/gd

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October 10, 1941

Miss Margaret Cruch
National Traveler's Aid Society
425 Fourth Avenue
New York, New York

My dear Miss Cruch:

Enclosed herewith is a statement of the Application of State and Federal Laws to the Hours of Women Employed on Defense Projects. You will recall that this was requested in our conference during the summer for use of your project workers. I am sorry this report has been delayed but we wanted it checked by our Solicitor's Office before issuance.

Sincerely,

Bertha M. Nienburg,
Acting Director

BMN:LW

November 27, 1941.

Miss Margaret Creech,
National Travelers' Aid Society,
425 Fourth Avenue,
New York, N. Y.

My dear Miss Creech,

We are very sorry that you could not be present at our little conference yesterday on conditions for women defense workers in small communities, as revealed by recent investigations by the Women's Bureau. I am sure that you will hear more from us about this situation.

However, I am writing to you today to enclose material relating to the subject of standards for recreation, housing, and related problems for women in areas with defense impacts, along the lines of the discussion at the conference which you attended here in the Women's Bureau last July.

I have succeeded in preparing a rough draft of our planned report on such standards, and am hastening to send you a copy for your consideration and suggestions. The report is far from a finished product, as I worked on it very rapidly to get it in shape for yesterday's meeting, so that the Y.W.C.A. and N.C.C.S. representatives might take copies with them. Naturally, I realize that the report requires considerable editing both as to form and content.

I have not had opportunity even to consult with members of our own staff to get their reactions and suggestions on my draft, not to check with various sources to ascertain whether all statements in the report are correct or sound. Of course this procedure will be followed, and every effort made to have the report as practical and helpful as possible. It is particularly difficult to prepare material involving the policies of so many agencies.

Accordingly, we should appreciate receiving from you, as representing the viewpoint of the National Travelers' Aid Society and its share in the defense program, all suggestions as to additions, ommissions, and revisions you may wish to make. May we hope to receive your suggestions by December eighth? Miss Anderson is very anxious to get the bulletin completed

now as quickly as possible, after the unavoidable delay, due to our being short-handed and very much occupied this fall with a great variety of activities.

As I think a good brief bibliography along with some other materials should be included in an appendix I should appreciate also receiving from you the titles of one or more reports issued by your agency that you think would be desirable references to be included in the bibliography.

We shall appreciate immensely your cooperation in this matter.

Very truly yours,

Encl.

Mary V. Robinson, Director,
Division of Public Information.

MVR
11

be followed.

July 28, 1941.

Miss Margaret Creech,
National Travelers Aid Society,
425-4th Avenue,
New York City.

My dear Miss Creech:

I want to thank you for your cooperation and assistance in coming to confer with members of the Women's Bureau on our proposed bulletin on policies, standards, and procedures for effective recreational and housing programs for the various types of women connected with defense activities. We shall be glad to receive from you any other suggestions as to what you would like to have included in the bulletin and to give you opportunity to review the report in its final stages.

I regret that I was unable to be present at the conference and I take this opportunity to express our desire to cooperate with you in all ways that our wherewithal permits, by furnishing the types of information which you requested at the conference.

I should appreciate having you outline in letter form the specific types of information that will be of most assistance to you. Such a recapitulation will help us to formulate our program more clearly.

Sincerely yours,

Mary Anderson, Director.

May 9, 1942

Interview with Mr. Shottland, Children's Bureau, about Child Care Facilities

Money for Child Care Facilities is at present available under the Community Facilities Section of the Lanham Act.

"There are 175 steps" involved in securing money for a local community.

Briefly:

(a) A local community requests an application blank from the Regional Director of D. H. & W.
(b) The request or project must be sponsored by the local Welfare Department or the Board of Education.
(c) The Children's Bureau or the Office of Education (depending on the sponsoring agency) are the technical certifying agencies.
(d) The Children's Bureau or the Office of Education certifies the project to the Federal Works Agency.
(e) The Children's Bureau or Office of Education will certify a request only on recommendation of State Departments of Social Welfare or Board of Education.

The Children's Bureau has secured the cooperation of the Employment Service in not urging women to take jobs in war industries because it is their "patriotic duty"; and in trying to put women with small children on jobs at a time when it is possible for communities to care for children.

Have had thousands of requests from communities for publications on Community Program and Standards for Care of Children.

DIVISION OF
PRESS INTELLIGENCE
304 COMMERCIAL BLDG.

NO. _____

SYMBOL SE-L 7-4 5-1

Sun (ID)
Baltimore, Md.

DATE MAY 7 - 1942

War Industry And Domestic Duties Give Wives Busy Day

Some Women At Aircraft Factory Find Time For Home And Job—Some Do Not

Women are needed for work in war industries, but they have not responded in sufficiently large numbers. Recently The Sun interviewed women in various parts of the city on this question.

Today, a different side is presented—the side of the women who do work and who live in the trailer camps in the shadow of war plants.

Working in a war industry while keeping house in a trailer camp is no joke to the women who do it.

At trailer camps near the Glenn L. Martin aircraft plant on Eastern avenue, married women workers, many of whom have children, are proud of their part in the war effort. But they agree that the double job would be impossible for the average housewife.

Mrs. Gladys Bloom left her three children in school at St. Michaels, Md., before coming to Baltimore three weeks ago.

"I wouldn't think much of leaving them alone," she said. "I have an aunt to take care of them, and they will spend week ends with me."

Full Daily Schedule

After working all day in the finishing and plating section of the Martin plant, Mrs. Bloom cooks her husband's dinner and does their washing.

"I wouldn't want to live in an apartment up here, working like I am. There isn't much to do in a trailer," she said.

"I think women without children should contribute to the war effort by working," asserted Mrs. Virginia Conant, who assembles small parts in the plant metal section.

"Of course, I get tired. But I enjoy it. My husband and I have the same working hours, and there isn't much housework since there are only the two of us," she explained.

In spite of the demands of her 4-year-old son, Mrs. William Fitzgerald manages to work as an inspector of metal. Her husband, who goes to a defense school at night, takes care of the child while she works.

"When he goes to work I will pay someone to take care of the baby," she said.

found it difficult at first, but now that I've gotten my housekeeping systematized, it's not so bad."

Thinks All Should Work

All the way from Shelby, Neb., came Mrs. Ruth Prell, who assembles bomb racks. She pays a neighbor to watch her little boy. Said Mrs. Prell, "I never worked before, but now I think we all should if we can."

The opinion of mothers who are not working was expressed by Mrs. Levern Thompson, who has a 4-month-old baby: "I think a child needs your care more than the war industry does."

Married women without children gave varied reasons for not working.

Husband Would Object

"My husband would object," said Mrs. Marjory Arnold. "I suppose if it gets real bad he would let me go to work."

Mrs. Mike Cheatham, who came to the trailer camp with her husband from Knoxville, Tenn., commented: "I would if I had any training. In fact, I might yet. We should all do what we can to win this war."

Women workers at the Martin plant agreed that more women are needed in the war industry. But, as Mrs. Bloom put it, "Everyone I know, who can, is doing their share."

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Some Admit Defeat

Others who have tried to work and care for children at the same time have given it up as an impossible task. Mrs. F. E. Good worked in the cafeteria of the Martin plant for a month last fall after she came here from Richmond, Va.

"You just can't do justice to both a child and your job," she said. "They have a nursery school here, but it only keeps the children four hours."

Mrs. Margaret Horan, who sorts rivets on a metal bench seven hours a day, believes that everyone who can should work.

"Some don't because they think it's too hard," she asserted. "I found it difficult at first, but now that I've gotten my housekeeping systematized, it's not so bad."

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DIVISION OF
PRESS INTELLIGENCE
304 COMMERCIAL BLDG.
NO.
SYMBOL
Vindicator (ID)
Youngstown, Ohio
DATE
APR 29 1942

Ravenna Ordnance Plant Described by Lieut. Kuhn

Approximately 5,000 women are working at the Ravenna Ordnance plant, and about 11,000 will be employed when the plant is in full operation, Lieut. Wayne Kuhn, public relations officer at the plant and guest told Youngstown Business and Professional Women's Club, Tuesday evening at dinner at Raver's. Lieut. Kuhn discussed the conditions, training and qualifications of the employees.

Lieut. Kuhn said that women are constantly being hired to replace men who are drafted and more will be needed when a new loading line is opened soon. He said that no man should try to get a job at the Ordnance plant, expecting a deferment because of defense work, for there is no one who cannot be replaced and the most important work will soon be done by women.

In speaking of the housing conditions, Lieut. Kuhn said that the women's dormitories are not yet filled and a survey shows that most of the employees reside within a fifty mile area and commute. He explains that before the plant is in full operation, they will have to recruit workers from Pennsylvania, West Virginia and Indiana. According to Lieut. Kuhn, there are two cafeterias which serve 6,000 daily and slight shortage of eating facilities is being experienced.

Fifty per cent of the employees are relatives of men in the armed forces, according to the speaker. He cited the story of a worker who is the daughter of a high army official and the wife of an army colonel, who after being evacuated from her husband's post in a foreign country, came to work there to do her part.

Lieut. Kuhn explained the dangers, and precautions and the training periods of the employees. He also displayed the shells and bombs that are made at the plant. Miss Mary T. Meenihan introduced the speaker.

The interesting program included four numbers by the Scienceville Girls' Glee Club under the direction of D. West Richards. Delegates and alternates to the 23rd annual Ohio Federation of Business and Professional Women's Clubs in Cleveland, May 22, 23, and 24, were elected. Miss Mary Anderson led the group singing with Mrs. Ella Mae Castile as the accompanist. Atty Fanyerose Gancfried presided.

Mr. Richard H- Lyle-
1st. ave & 19th St
Birmingham, Ala

Inf. which would be helpful
copies or excerpts
D.C.) Ga., Fla., Miss.
Ala., Tenn.

Mr. H.L. McCarthy
105 - West Adams St. Bldg.
Chicago - Bankers Reg. Div.
Ill., Ind., Wis. D-H-W.

Mr. Fred Wilcox
Burlington Vt.

DEPARTMENT OF LABOR

Miss Trenberg —

Mr. La Rocca from Mrs. Rosenman's office (D.N.W.) called to say that their Regional Directors in Birmingham and Chicago have asked for copies of the surveys or excerpts from the ones for their areas. -

It is allright isn't it, to send them copies of the summaries that have gone to the U. S. Employment?

— M Cannon -

DEPARTMENT OF LABOR

Miss Connor;

Miss Esther Bennett.

Regional Office D H L

Birmingham Ala

send me condensed

reports on Mid-

Flow

Huntsville & Talladega

Macon

Be careful to designate

any medium of Negroes as

writers for these reports

B H N.

No. 204 GPO

April 20, 1942

Miss Helen Rowe
Federal Security Agency
428 Midland Bank Building
Minneapolis, Minnesota

My dear Miss Rowe:

We have had requests for the survey summaries from three regional offices, and are sending them on within the next few days; so they will be available to the regional recreation representatives.

I hope you will have time to see me on Monday or Tuesday of the week of April 27, for I am leaving Tuesday afternoon for a week. I will have the other summaries available for you to read.

Yours sincerely,

Mary M. Cannon

MMC:llv

March 2, 1942

Mr. Austin P. Wheeler,
Elkton, Maryland

My dear Mr. Wheeler:

I made inquiries yesterday about the way for you to proceed in getting help for your recreation center. You should make application to the Regional Office of Defense and the person to whom you should write is Mr. James Rodgers, Regional Recreation Representative, % Social Security Board, 1025 Vermont Avenue, N.W., Washington, D.C.

It would probably be best to state your problem, tell him about your committee, about the house which you think is the best solution and ask him to send some one to see if Federal aid could be given. Be sure to tell him the situation is urgent.

If this procedure does not bring results, will you please let me know.

Yours sincerely,

Mary, M. Cannon

am

March 3, 1942

Miss Martha J. Ziegler
Purefoy Hotel
Talledega, Alabama

My dear Miss Ziegler:

Miss Nienburg asked me to send you several paragraphs from a letter from Miss Hooley of the National Catholic Community Service.

"As shown in this survey, we have two N.C.C.S workers in the Walkertown-Knox area. Under the auspices of the Women's Division of the N.C.C.S. they are planning to open a U.S.O. Club there in the very near future. The director of the housing unit has offered them one of the apartments for the beginning set-up until more adequate facilities can be obtained. The director is also investigating the possible use of a store for activities.

"In copperation with the Y.W.C.A. the N.C.C.S. staff member is working with groups in Jeffersonville and Charlestown in the hope of enlarging the program.

"To date we have done nothing in Burns City, Indiana, but one supervisor in that area will watch the situation and we shall be very glad to be of service if the need is evident."

I went back to Elkton, Maryland Wednesday and Thursday; and will probably go to Dublin next week.

Miss Rowe came to see Miss Nienburg this morning. She is going to arrange for Miss Radin and me to meet next week.

Hope everything is going well with you.

Yours sincerely,

em

Mary M. Cannon

Copy

Pettigrew Hotels
Burlington, Iowa

Hotel Burlington - Hotel Hawkeye - Hotel Union - Burlington, Iowa - Hotel St. Francis - St. Joseph, Mo.

Feb. 16, 1942

Miss Mary Anderson, Director
Women's Bureau
U. S. Dept. of Labor
Wash., D. C.

My dear Miss Anderson:

No doubt 'ere this time you have had some inquiry from the War Dept. concerning authorization for me to go through the Iowa Ordnance Plant near Burlington.

The Commanding Officer was unwilling to grant permission without authorization from Washington, inasmuch as they have had so many investigations since the explosion. I told him we would rather not make an issue of the plant inspection under the circumstances, but he seemed to consider it his duty to wire Washington so there was nothing for me to say. The operating Co. was willing for me to go thru' the plant and I secured all the information for the firm schedule from the Plant Supt. and Personnel Mgr.

Col. Jenks is very much on the defensive since he was replaced after the explosion and has now just returned to Burlington. It is unfortunate for me that I did not arrive one week earlier.

Both Col. Jenk and operating Co., Day and Zimmerman, an engineering firm from Phila., are very much disliked by the local people. The general criticism is that the Co. is inefficient and careless in their operation and that Col. Jenk does nothing to prevent this system from continuing.

The Public Health doctor told me he expects another explosion any time. He says the ventilating system is bad all the way through, that ordinary safety rules are not observed concerning carrying matches etc., men handling T.N.T. or tetryl do not wash their hands before eating and that 11 out of 17 men working with T.N.T. had dermatitis and that nothing was done about it. One of the ventilation pipes was found filled with T.N.T. showing that the system is not working properly.

Mr. Johnstone, Plant Supt. told me that the ventilating system was not working properly where the women were working with Smokeless powder but that steps were being taken to remedy the matter. He said some of the women have had headaches etc.

This Public Health Doctor said he had written a detailed account of the conditions to Washington but nothing definite or constructive is done despite investigations by the U. S. Public Health, Army and F.B.I.

The Co. has gotten the enmity of the Community so no cooperation is evident anywhere. Probably the local people are partly to blame but on the other hand the Co. does very little to alleviate that bitterness and hard feeling. As far as I was concerned, all was well in my contacts with the Company but I feel rather concerned over the many complaints and think there must be some basis of fact in their accusations.

I do hope the War Dept. won't "clamp down" on our plant inspections.

Sincerely,

/s/ Elsie Wolfe.

P.S. Col. Jenks went to Washington this afternoon! !

Copy

February 20, 1942

Miss Elsie Wolfe
Congress Hotel
Chicago, Illinois

Dear Miss Wolfe:

Thank you so much for your letter on the girl that was hurt in the Western Cartridge Plant. We have taken that up with the Standards Division, which doesn't seem to be able to go into the plants and do any inspection or have anything to say at all. I was very much surprised at that and they seemed to be so helpless that we finally suggested that they get the National Safety Council to do something, since Mr. Cameron's father is running it, and he told us they may be able to get them to issue some common procedure for the firms to use in the munition factories. Is this the firm located at Alton, Illinois? I know it is the same company, however. It has always been a bad firm. We have investigated it several times and always found poor conditions and very bad pay. I presume they are now paying better than they used to. We will pursue this question further and some day we will be able to get a real inspection.

In regard to going through the Iowa Ordnance Plant near Burlington, we have not heard anything from the War Department on this. It seems to me that you have received the information you wanted and under the circumstances, after they have had such an explosion and still are not doing what they ought to be doing, and there is such bad feeling between the company and the community, I think the best thing we can do is to leave it. I have your information and I shall try to take it up here with the people in the War Department that I can talk to.

I am very glad to get all of this from you because it is very important, when I am talking with the responsible people here, to point out these things.

With best wishes,

Sincerely yours,

MA:IS

Mary Anderson, Director

P.S. Enclosed are tentative suggestions for standards for agriculture for the year of 1942.

Sent to Wolfe by mistake - asked for by Smaltz - Wolfe returned this - IES

From World's Y.W.C.A. Monthly
Supplement, April 1942.

STEADY EXPANSION

"By February approximately 50 U.S.O. units operated by the Y.W.C.A. will have permanent addresses. They are moving from temporary rented quarters into new or renovated buildings provided by the Federal Government. The Y.W.C.A. will be the operating agency in charge of eight of these buildings."

"In the remaining groups of buildings the Y.W.C.A. staff will have joint occupancy with other U.S.O. agencies or will be granted desk or office space. In jointly occupied buildings the Y.W.C.A. is represented on the Management Committee, and decisions are made cooperatively through staff meetings and conferences."

"There are six types of recreation buildings--all of which are modern, attractive and adaptable to a wide range of activities. They vary slightly in size and architectural plan but mainly provide club rooms, lockers, showers, check rooms and office space. Standard furnishings for each type of building are supplied by the government and shipped to local centers from the Army Quartermaster.

"Present official plans provide for the location of approximately 58 U.S.O. units operated by the Y.W.C.A. to be housed in rented quarters. Activities are carried on in a great variety of places--church basements, schools, lodges, American Legion halls, Elk's auditoriums, women's clubs--and the program itself has benefited by being so integrated in community life." (The total number of units operated by the Y.W.C.A. was 109 in January 1942.)

Conference with Mr. Lewis Rohrbaugh
Farm Security Field Representative
March 25, 1942 Br 4516 - Dept of Ag

Mr. Rohrbaugh was interested in information from the reutrn visits to Elkton and Dublin, and to get our suggestions.

Elkton,- We talked about the necessity of providing eating and recreational facilities for those in the dormitories, and and about different possibilities. The possibility of having irons and ironing boards which girls could borrow or rent to use in their rooms was suggested; also to allow a few hot-plates for simple cooking.

Dublin- Hot plates were suggested to supplement thr company cafeteria, to take care of the different shifts, especiallyfor breakfast.
Laundry facilities were discussed for these dormitories also.
Recreation space has been provided in the wing of one dormitory.
A cot, instead of the bed with the high head and foot, was suggested if possible for the future as a space-saver. Also a different arrangement of furniture so the head of the beds will not face the windows. This seems particularly important for girls who are sleeping in the day-time.

Mr. Rohrbaugh asked us to send hime at any time suggestions or additional information we may have. He thinks (unofficially) that they will continue i.e. Farm Security with rural defense housing until the end of the fiscal year.

McCann

Interview with Mr. Ott Romney and Mr. Rohrbaugh - 1/3/42

Mr. Ott Romney - W.P.A. Director of Recreational Projects

Office at 19th & E Streets, Auditorium Bldg. - room 20A

Mr. Lewis Rohrbaugh - Farm Security Field Representative

Telephone Agriculture Department, Branch 4876

Mr. Romney stated that since the suspension of W.P. A. services in all except War Industries, additional recreational facilities were available for use in Defense areas and a more adequate field staff is now possible.

W. P. A. can rehabilitate old structures but new ones can not be erected. Therefore, it is possible for W.P.A. to build a recreational center at Walkerton, Ind., or in any other defense area, providing it is a reassembled structure.

Since the Recreation Building must be erected under supervision of State W.P.A. officials, Mr. Romney suggested that I contact them personally upon my return to Indiana. This method would expedite the construction of such a building. A letter from Mr. Romney's office was to be sent Saturday to Mr. Connor, Regional Public Activity Director, Chicago, stating that I would call on him Wednesday in regard to this matter.

Under this new program recreational services of W.P.A. are to be expanded in Defense areas and supervision of the Recreation Center will be under their leadership rather than U.S.O. Mr. Romney said they tried not to duplicate services so for that reason it was decided that if W.P.A. constructed the building it was better for them to staff it.

Both Mr. Romney and Mr. Rohrbaugh thought it would be very helpful if all the Bureaus interested in housing and recreation in these Defense areas - Women's Bureau, Farm Security, Federal Security, and W.P.A. would have a joint conference and jointly bring pressure to bear upon authorities having the funds to rectify some of the mistakes made in Defense Housing, etc. The more pressure brought, the greater the results or something to that effect.

Mr. Rohrbaugh said Miss Rodin, of Federal Security, is conducting a survey of all defense areas in regard to women but probably it is chiefly along recreational lines. He thought she would be interested in the Women's Bureau reports on areas visited. He also mentioned Mrs. Kern. Mr. Rohrbaugh also stated that it would be very helpful if Women's Bureau Community reports be sent to Major Walker of Farm Security. He does not get out on the field so is not very familiar with local conditions and perhaps our reports would give him a clearer picture of the situation. At least it would be a report with a different point of view. He said information on firm schedule would be of little or no value to them.

Names of people to be contacted in Chicago and Indiana:

(1) Mr. Edward Connor, Regional Public Activity Director, 22nd floor of Mercantile Mart, Chicago.

(2) Miss Mildred Schmidt, State W.P.A. Director for Community Services, Indianapolis.

(3) Mr. Howard Wolaver, Chief of Defense Housing (F.H.A.)
Massachusetts Avenue (Farm Security)
Indianapolis

(4) Mr. J. F. Perkins - Farm Security Director of Dormitories at Walkerton and Knox.

P. S. Mr. Romney thought W.P.A. could help establish and staff a Nursery School or some Child Care Project.

Miss Nienburg

Notes on interview with Miss Rhea Radin, Housing and Recreation of Defense, Health and Welfare, and Miss Helen Rowe, Consultant on Women's and Children's Redreation for Defense, Health and Welfare.
March 21, 1942

1. Plans for new Community Recreation Buildings in defense areas.

A number of community recreation buildings will be constructed. A list has already been approved. Miss Radin has this list and will let us know about them places the Women's Bureau agents have visited or will be visiting.

These buildings will have a central lounge, smaller club or game rooms, a snack bar, gymnasium-auditorium, kitchen and possible showers. (I suggested that showers might be particualrly useful where girls are rooming in private homes, boarding houses, etc.) The kitchen may not be available for private cooking; in the present arrangement, it is not. We can see the plans if we wish.

2. Existing Buildings.

Majority are for army camps, with one big room, showers, etc.

Miss Radin's office is interested in more permanent buildings than those the army has advocated, and is working towards that end.

3. Dormitories-

Trying to get away from recreation wings in dormitories to a recr ation center for the dormitories; this especially where there are several detached buildings in one unit. This center would provide leisure time space, also snack bar, kitchen for the use of the girls. (Plans for laundry facilities are still nebulous). (I spoke about the possibility of securing different type of furniture that would occupy less space, and about arranging the rooms so the head of the bed does not face the light.)

Eating facilities- They are working on the problem. New plans will probably include eating facilities. Appropriation ~~are~~ will be given a more liberal interpretation. Mr. Blanford the new housing director has taken the stand that recreation and eating facilities must be provided.

There are plans to build and additional number of dormitories for women.

4. Reports-

Both Miss Rowe and Miss Radin want to see the summaries of the surveys. They thot it especially ~~interesting~~ when I told them we were sending them to the USO people. Wewould send them first to Miss Rowe, and she would send them on to Miss Radin, who would keep them in her files. Miss Rowe, Rm. 7330. Miss Radin 5546, New Soc. Security Bldg.

Miss Radin has in her files information about industrial communities. If we wnat information about any of these communities she will be glad to let us have it.

Social Protection- They suggested that the reports of Miss Alice Clements Social Protection of D. H. and W. would be interesting to us. (Atlas Building 6th and Penn.)

All defense housing is to be under one authority. Mr. Blanford is the head. Federal Public Housing will undertake the construction, over this is the National Housing Agency.

Women's Bureau, U. S. Dept. of Labor

Notes on interview with Miss Rhea Radin, Housing and Recreation of Defense, Health and Welfare, and Miss Helen Rowe, Consultant on Women's and Children's Recreation for Defense, Health and Welfare.
March 21, 1942

1. Plans for new Community Recreation Buildings in defense areas.

A number of community recreation buildings will be constructed. A list has already been approved. Miss Radin has this list and will let us know about the place the Women's Bureau agents have visited or will be visiting.

These buildings will have a central lounge, smaller club or game rooms, a snack bar, gymnasium-auditorium, kitchen and possible showers. (I suggested that showers might be particularly useful where girls are rooming in private homes, boarding houses, etc.) The kitchen may be available for private cooking; in the present arrangement, it is not. We can see the plans if we wish.

2. Existing Buildings

Majority are for army camps, with one big room, showers, etc.

Miss Radin's office is interested in more permanent buildings than those the army has advocated, and is working towards that end.

3. Dormitories

Trying to get away from recreation wings in dormitories to a recreation center for the dormitories; this especially where there are several buildings in one unit. This center would provide leisure time space, also snack bar, kitchen for the use of the girls. (Plans for laundry facilities are still nebulous. (I spoke about the possibility of securing different type of furniture that would occupy less space, and about arranging the rooms so the head of the bed does not face the light.)

Eating facilities They are working on the problem. New plans will probably include eating facilities. Appropriation will be given a more liberal interpretation. Mr. Blanford the new housing director has taken the stand that recreation and eating facilities must be provided.

There are plans to build an additional number of dormitories for women.

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All defense housing is to be under one authority. Mr. Blanford is the head. Federal Public Housing will undertake the construction, over this is the National Housing Agency.

original sent to Miss Nienburg

Miss Nienburg,-
About the Sherwin-Williams letter-

I believe from the letter that Mr. Fancher expects us to pass along this information. I have drafted a letter which follows. I think it should be sent to Mr. Palmer, and possibly to Farm Security.

My dear Mr. Palmer,-

I am sure you will be interested in excerpts from a letter that one of our field agents has just sent in:

"Attached you will find a copy of the survey made by the Homes Registration office as of January 27, listing all homes and rooms available in the area surrounding the Illinois Plant. You will note that there are hardly enough rooms and homes for the number of people that will be in here starting almost immediately for the operations. We would like to suggest that some action be taken by one of the several agencies which have made registrations and surveys in the Southern Illinois Area. As you know many employees will have to be brought in to handle supervisory jobs. As a result, we must have more homes and better facilities.

The Ravenna Ordnance Plant situation at Ravenna, Ohio operated by the Atlas Powder Company, has become very acute. As a result of this situation, the Atlas Powder Company finds itself unable to draw certain types of operating personnel because of the lack of adequate housing. "

The Women's Bureau is of course interested chiefly in women workers, but we cannot ignore this kind of a ~~xxxxxxxx~~ letter. I have written Mr. Fancher telling him that his request has been passed on to you.

Very sincerely,

Mary Anderson, Director.

Mr. Elvin Roseman is out of town until Tuesday morning. I will call him then.

Notes Concerning Procedure to be Followed with Field Reports of Community Surveys and Accompanying Firm Schedules (Chiefly Shell and Bag Loading Plants)

I. Field Reports (Plant Schedules and Community Surveys):

1. To be mailed to Miss Nienburg
2. To be referred to Miss Cannon
3. To be sent to Miss Spring, with material marked which Miss Cannon wishes copied. Original reports to be kept in Miss Spring's files.

II. Subsequent Correspondence:

1. Letters sent to Miss Anderson and Miss Nienburg to be referred to Miss Cannon.
2. Field agents should send additional notes (concerning changes in community situations since original surveys made) on separate sheets of paper (if the information is sent with a letter) so that this material can be added easily to the original reports.

III. Follow-up Correspondence for Action (to U.S.O., governmental agencies, etc.), to go to Miss Anderson and Miss Nienburg - copies to be kept in Miss Cannon's file.

General Outline—Type of Material from Community Surveys of Rural Defense Areas which can be Sent to U.S.O. and Governmental Agencies Requesting Information

Since it may be desirable at times to compile information on one or two subjects from a number of different surveys, the material should be summarized under the headings used in the original field reports so far as possible.

I. Defense Area Information:

1. Defense plants within the area to be noted in a general way but not specifically located. It does not seem advisable to include any map which shows exactly where the plants are located.

2. Towns in the area, their census population, and their economic structures and comments concerning the surrounding and outlying areas to be included.

II. Organizations and Associations in the Community, with names of persons to be interviewed in each agency, to be listed.

III. Community Facilities Data:

1. Factual information concerning existing or definitely planned facilities for sanitation, transportation, housing, food, child care, medical care, education, recreation, etc., to be included.

2. Opinions concerning the community situation should be summarized without mentioning the names of any individuals who expressed these opinions.

3. Information concerning plans of government agencies for the communities will probably have to be checked with regional or national offices of the agencies by the Women's Bureau. Certain tentative plans are frequently considered confidential by these agencies and so could not always be included in a preliminary report given to the organizations. Field agents will note information of this type which is not to be included in reports sent out. Supplementary information can perhaps be sent later in some cases.

IV. A short summary of the Women's Bureau recommendations concerning the particular needs of women workers in the areas visited should be included, particularly in reports sent to government agencies, such as Federal Security, or the housing authorities.

V. Plant Information:

1. Policy of the Women's Bureau not to give out information concerning specific plants should be generally followed.

2. The number of persons employed at the time of visit and the number to be employed in the future is regarded as very confidential information by the plants and the War and Navy Departments and must not be given out.

3. The following items concerning plants are being included:

   a. Information as to whether a large number of women are to be employed.

   b. General source of labor supply.

   c. Methods of transportation.

   d. Information concerning hours of work and shifts, luncheon, and rest periods.

   e. Employee Organizations.

   Plants visited will be told that these items are to be used.

4. Plants will also be told that some general summary of data received from numerous plants will probably be summarized and combined in some way in a general report.

5. If in plants visited in the future any unusual training programs or other items of special interest are found which would be of particular interest for publicity purposes, plant officials will be asked if this item can be released provided the name of the firm is omitted. If the material can be used this fact will be noted on the firm schedule.

Miss Ziegler

Miss Nienburg

Community

Notes Concerning Procedure to be Followed with Field Reports of Community Surveys and Accompanying Firm Schedules (Chiefly Shell and Bag Loading Plants)

I. Field Reports (Plant Schedules and Community Surveys):

1. To Miss Spring for listing
2. To ~~be mailed to~~ Miss Nienburg
3. To ~~be referred to~~ Miss Cannon – only three having Community notes
4. To ~~be sent to~~ Miss Spring, ~~with material marked which Miss Cannon wishes copied~~. Original reports to be kept in Miss Spring's files.

II. Subsequent Correspondence:

1. Letters sent to Miss Anderson and Miss Nienburg to be referred to Miss Cannon.
2. Field agents should send additional notes (concerning changes in community situations since original surveys made) on separate sheets of paper (if the information is sent with a letter) so that this material can be added easily to the original reports.

III. Follow-up Correspondence for Action (to U.S.O., governmental agencies, etc.), to go to Miss Anderson and Miss Nienburg - copies to be kept in Miss Cannon's file.

Community Needs

Report on Conference of M. Cannon with Mr. La Pocca from Mrs. Alvin Roseman's office, March 2, 1942.

Mr . La Rocca asked that the names of the field agents be sent to Mr. Roseman. From there they will be sent to the Regional Offices.

He suggests that the field agents go first to the Regional Office to get information already on hand, and find out when council meetings for the corresponding area are scheduled. (They are usually shceduled two months in advance.) After the survey is made, the field agent to consult again with the Regional Directors about needs as far as women workers are concerned. Mr. La Rocca thinks it would help if copies of the surveys could be sent to the Regional Directors.

All requests for recreation, child-care facilities have to be certified by the regional offices.

Rough notes

Mr La Rocca —
Mr Rosemans office D H W —
and about surveys

Send names of field agents to Mr Rosenman
Will write regional offices ~~telling them~~
giving them ~~this~~ information

would like
Field agents to go first to Regional office to ~~get~~ information already on hand and find out when council meeting scheduled
after survey to consult to regional office on needs —

Surveys ~~due~~ to Mr Rosenman
or better dated to regional directors —

~~to~~ Have inf on health ed — housing (genl)
Would like over inf about housing
needs for women — number women employed etc

all requests for recreation - child care facilities have to be certified by regional offices —

February 10, 1942

Richard M. Neustadt,
Humboldt Bank Bldg.,
785 Market St.,
San Francisco, Cal.

Dear Mr. Neustadt:

Mr. Alvin Roseman of the Office of Defense Health and Welfare Services has asked us to send you a copy of our occupational analyses of war industries in relation to the possible employment of women workers. As you know, the small arms ammunition branch and the artillery ammunition are both employing women extensively. The aviation branch will employ a vastly increased number in the very near future. The instrument branch, too, will increase women's employment.

Sincerely,

Berth M. Nienburg,
Assistant Director

am

February 10, 1942

Heber R. Harper,
Patterson Bldg.,
1706 Welton St.,
Denver, Colo.

Dear Mr. Harper:

Mr. Alvin Roseman of the Office of Defense Health and Welfare Services has asked us to send you a copy of our occupational analyses of war industries in relation to the possible employment of women workers. As you know, the small arms ammunition branch and the artillery ammunition are both employing women extensively. The aviation branch will employ a vastly increased number in the very near future. The instrument branch, too, will increase women's employment.

Sincerely,

Bertha M. Nienburg,
Assistant Director

am

February 9, 1942

G.R.Parker,
1008 Arlington Hotel Building,
1025 Vermont Ave., N.W.
Washington, D.C.

Dear Mr. Parker:

Mr. Alvin Roseman of the Office of Defense Health and Welfare Services has asked us to send you a copy of our occupational analyses of war industries in relation to the possible employment of women workers. As you know, the small arms ammuntion branch and the artillery ammunition are both employing women extensively. The aviation branch will employ a vastly increased number in the very near future. The instrument branch, too, will increase women's employment.

Sincerely,

Bertha M. Nienburg,
Assistant Director

am

February 9, 1942

James B. Marley,
Maverick Bldg.,
North Press and East Houston Sts.,
San Antonio, Tex.

Dear Mr. Marley:

Mr. Alvin Roseman of the Office Defense Health and Welfare Services has asked us to send you a copy of our occupational analyses of war industries in relation to the possible employment of women workers. As you know, the small arms ammunition branch and the artillery ammunition are both employing women extensively. The aviation branch will employ a vastly increased number in the very near future. The instrument branch, too, will increase women's employment.

Sincerely,

Berth M. Nienburg,
Assistant Director

am

February 9, 1942

~~Ed. McDonald,~~ Mr. E. McDonald
Dierke Bldg.,
1006 Grand Ave.,
Kansas City, Missouri

Dear Mr. McDonald:

Mr. Alvin Roseman of the Office of Defense Health and Welfare Services has asked us to send you a copy of our occupational analyses of war industries in relation to the possible employment of women workers. As you know, the small arms ammunition branch and the artillery ammunition are both employing women extensively. The aviation branch will employ a vastly increased number in the very near future. The instrument branch, too, will increase women's employment.

Sincerely,

Berth M. Nienburg,
Assistant Director

am

February 9, 1942

Fred M. Wilcox,
Federal Office Bldg.,
Minneapolis, Minnesota

Dear Mr. Wilcox:

Mr. Alvin Roseman of the Office of Defense Health and Welfare Services has asked us to send you a copy of our occupational analyses of war industries in relation to the possible employment of women workers. As you know, the small arms ammunition branch and the artillery ammunition are both employing women extensively. The aviation branch will employ a vastly increased number in the very near future. The instrument branch, too, will increase women's employment.

Sincerely,

Bertha M. Nienburg,
Assistant Director

am

February 9, 1942

Robert C. Goodwin,
Union Commerce Building,
925 Euclid Ave.,
Cleveland, Ohio

Dear Mr. Goodwin:

Mr. Alvin Roseman of the Office of Defense Health and Welfare Services has asked us to send you a copy of our occupational analyses of war industries in relation to the possible employment of women workers. As you know, the small arms ammunition branch and the artillery ammunition are both employing women extensively. The aviation branch will employ a vastly increased number in the very near future. The instrument branch, too, will increase women's employment.

Sincerely,

Bertha M. Nienburg,
Assistant Director

am

February 10, 1942

Mr. W. L. Dill
Widener Building
Juniper and Chestnut Streets
Philadelphia, Pennsylvania

My dear Mr. Dill:

Mr. Alvin Roseman of the Office of Defense Health and Welfare Services has asked us to send you a copy of our occupational analyses of war industries in relation to the possible employment of women workers. As you know, the small arms ammunition branch and the artillery ammunition are both employing women extensively. The aviation branch will employ a vastly increased number in the very near future. The instrument branch, too, will increase women's employment.

Sincerely,

Bertha M. Nienburg,
Assistant Director

BMN:LW

February 9, 1942

Mrs. Anna M. Rosenberg,
11 West Forty-Second St.,
New York, N.Y.

Dear Mrs. Rosenberg:

Mr. Alvin Roseman of the Office of Defense Health and Welfare Services has asked us to send you a copy of our occupational analyses of war industries in relation to the possible employment of women workers. As you know, the small arms ammunition branch and the artillery ammunition are both employing women extensively. The aviation branch will employ a vastly increased number in the very near future. The instrument branch, too, will increase women's employment.

Sincerely,

Bertha M. Nienburg,
Assistant Director

am

February 9, 1942

John F. Hardy,
120 Boylston Street,
Boston, Mass.

Dear Mr. Hardy:

Mr. Alvin Roseman of the Office of Defense Health and Welfare Services has asked us to send you a copy of our occupational analyses of war industries in relation to the possible employment of women workers. As you know, the small arms ammunition branch and the artillery ammunition are both employing women extensively. The aviation branch will employ a vastly increased number in the very near future. The instrument branch, too, will increase women's employment.

Sincerely,

Bertha M. Nienburg,
Assistant Director

am

EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE FOR EMERGENCY MANAGEMENT

DIVISION OF
DEFENSE HOUSING COORDINATION

1600 EYE STREET
WASHINGTON, D. C.

February 5, 1942

WOMEN'S BUREAU
DEPARTMENT OF LABOR

Miss Mary Cannon
Room 1320
Department of Labor
Washington, D. C.

Dear Miss Cannon:

In accordance with your conversation with Mr. Justin Radin of this Division, we are enclosing a list of Sub-regional offices of the Division of Defense Housing Coordination.

Sincerely yours,

Howard Strong

Howard Strong, Director
Homes Registration Division

Enclosure



REGIONAL AND FIELD RECREATION REPRESENTATIVES

Region I		
	Ralph A. Tracy	
	Charles Arnold	Boston Regional Office
	Charles Brightbill	Camp Edwards, Massachusetts
	Harold L. Burk	Connecticut defense industrial areas
	George W. Grader	Maine and New Hampshire
	Marvin W. Krieger	Newport, Rhode Island
	L.H.Serene	Fitchburg, Ayer, and Lowell, Mass
Region II		
	Jay M. Ver Lee	
	Robert W. Cammack	Watertown, New York
	Warren D. Pierce	Mohawk Valley, New York
	Harry L. Thompson	Region II Regional Office
Region III		
	J.W.Faust	New Jersey Coast Area
Region IV		
	James E. Rogers	
	Philip Binford	Norfolk, Virginia
	Floyd Merriman	Baltimore, Maryland
	John I. Neasmith	Petersburg, Virginia
	Alden W. Thompson	West Virginia and western Virginia industrial areas
	Harry M. Wellott	Wilmington and Fayetteville, N.C.
Region V		
	William G. Robinson	
	Joseph N. Bernett	Ravenna, Ohio
	Downing E. Proctor	Detroit, Michigan
	Lloyd W. Reese	Ohio
Region VI		
	William G. Robinson	
	Edwin C.Jones	Chicago North Shore
	Weldon B. Wade	Rantoul, Champaign and Urbanna, Ill.
	James E. Zachary	Indiana
Region VII		
	Sherwood Gates	
	E. Leo Andrews	Jacksonville, Pensacola, Florida
	Robert E. Coady	Spartanburg, Columbia, S.C.
	Richard P. Corrigan	Tullahoma, Tennessee
	A.W.Garnett	Savannah, Hinesville, Ga. and Charleston, S.C.
	Quentin K. Hartke	Hattiesburg, Mississippi
	Raymond A. Hoyer	Tullahoma, Tennessee
	James D. McKinley	Columbus, Georgia and Phoenix City, Alabama
	Mrs. J.P.Newell	Jacksonville, Florida
	Raymond Novarine	Miami, Tamps, West Palm Beach, Fla.
	George Syme, Jr.	Anniston, Alabama

Region VIII		
Helen Rowe		
	Dean S. Collins	Omaha, Nebraska and Burlington, Iowa
Region IX		
Lewis R. Barrett		
	C. Philip Ross	Lawton, Oklahoma and Arkansas
	Robert S. Wilson	Ft. Riley, Kansas & Missouri
Region X		
Harry J. Emigh		
	Richard B. Dixson, Jr.	Mineral Wells, Texas
	Raymond T. Forsberg	Alexandris, Louisiana
	R. Warren Kimsey	Orange, Texas
	Charles O. Lee	Abilene & Wichita Falls, Texas
	Addie Mae Leigh	Corpus Christi, Texas
	Raymond Morrison	Palacios, Texas
	Kenneth T. Osman	Galveston, Texas
	Harrison G. Otis	El Paso, Texas
	Ralph H. Schultze	Brownwood, and Texarkana, Texas
Region XI		
Howard C. Beresford		
	Ferdinand Bahr	Ogden, Salt Lake City, Utah Cheyenne, Wyoming
	John. R. Batchelor	Huschuca, Arizona
Region XII		
Harry H. Stoops		
	Walter F. Hansen	Los Angeles, Calif., and environs
	Townsend O. Hoagland	Puget Sound Area
	Wayne Neal	San Diego and environs
	Donald T. Orput	Oregon and Columbia River
	Harry H. Stoops	Camp Roberts and Fort Ord
	G eorge Vestal	San Francisco and environs
	Paul B. Murphy	Caribbean Area
	B. Meredith Langstaff	Unassigned
	James W. Gester	Washington office and field on recreation for Negro service men and defense workers
	Alice S. Leslie	Washington office and field on recreation for women and girls

NAMES AND ADDRESSES OF REGIONAL RECREATION REPRESENTATIVES

Mr. Ralph A. Tracy,
c/o Mr. John F. Hardy,
120 Boylston Street
Boston, Massachusetts,

Mr. Jay M.Ver Lee,
c/O Mrs. Anna M.Rosenberg,
11 West 42nd Street,
New York, New York

Mr. J.W.Faust,
c/o Mr. William L. Dill,
Juniper and Chestnut Streets,
Philadelphia, Pennsylvania

Mr. James E. Rogers,
c/O Mr. G.R. Parkers,
1008 Arlington Building,
Washington, D.C.

Mr. William G. Robinson,
c/o Mr. Henry L. McCarthy,
203- A U.S.Court House Building,
Chicago, Illinois

Mr. Sherwood Gates,
c/o Mr. Richard H. Lyle,
First Avenue and 19th Street,
Birmingham, Alabama

Miss Helen Rowe,
c/o Mr. Fred M.Wilcox
Federal Office Building
Minneapolis, Minnesota

Mr. Lewis R. Barrett,
c/O Mr. Ed. McDonald,
1006 Grand Avenue,
Kansas City, Missouri

Mr. Harry J. Emigh,
c/o Mr. James B. Marley
N.Presa & E. Houston Streets,
San Antonia, Texas

Mr. Howard C. Beresford,
c/o Mr. Haber R. Harper
1706 Welton Street,
Denver, Colorado

Mr. Harry H. Stoops,
c/o Mr. Richard M. Neustadt,
785 Market Street,
San Francisco, California

December 18, 1941

NAMES AND ADDRESSES OF FIELD RECREATION REPRESENTATIVES

Mr. E. Lio Andrews,
306 Jenks Building,
Jacksonville, Florida

Mr. Charles Arnold,
c/o Social Security Board,
120 Boylston Street,
Boston, Massachusetts

Mr. Ferdinand A. Bahr,
c/o Social Security Board,
Federal Building,
Ogden, Utah

Mr. Joseph N. Barnett,
318 North Main Street,
Kent, Ohio

Mr. John R. Batchelor,
c/o Chamber of Commerce,
Tucson, Arizona

Mr. Philip N. Binford,
Room 400 Adams Building,
402 East City Hall Avenue,
Norfolk, Virginia

Mr. Charles Brightbill,
Camp Headquarters,
Camp Edwards, Massachusetts

Mr. Harold L. Burk,
c/o Social Security Board,
650 Main Street,
Hartford, Commecticut

Mr. Robert W. Cammack,
c/o Social Security Board,
Post Office Building,
Watertown, New York

Mr. Robert E. Coady,
Community Chest Building,
1514 Assembly Street,
Columbia, South Carolina

Mr. Dean S. Collins,
c/o Council of Social Agencies,
736 World Herald Building,
Omaha, Nebraska,

Mr. Richard P. Corrigan,
P.O.Box 477,
Tullahoma, Tennessee

Mr. Richard B. Dixson, Jr.,
c/o Mr. James B. Marley,
N.Presa & E. Houston Streets,
San Antonio, Texas

Mr. Raymond T. Forsberg,
c/o Social Security Board Field Office,
1028 North Fourth Street,
Alexandria, Louisiana

Mr. A.W. Garnett,
P.O.Box 64,
Savannah, Georgia

Mr. George W. Grader
Social Security Board Field Office,
Federal Building,
Portland, Maine

Mr. Walter F. Hansen,
c/o Social Security Board,
1523 Federal Building
Los Angeles, California

Mr. Quentin K. Hartke,
c/o Chamber of Commerce,
City Hall,
Hattiesburg, Mississippi

Mr. T.O.Hoagland,
c/o Social Security Board,
123 U.S.Courts Building,
Seattle, Washington

Mr. Raymond A. Hoyer,
P.O.Box 477,
Tullahoma, Tennessee

Mr. Edwin C. Jones,
c/o Highland Park Community Chest,
Room 7, 397 Central Avenue,
Highland Park, Illinois

Mr. R.Warren Kimsey,
P.O. Box 294,
Port Arthur, Texas

Mr. Marvin W. Krieger,
c/o Court House,
Newport, Rhode Island

Mr. Meredith Langstaff,
Roo 5546,
Social Security Building,
Washington, D.C.

Mr. Charles O. Lee,
205 Alexander Building,
Abilene, Texas

Miss Addie Mae Leigh,
203 City Hall Building,
Corpus Christi, Texas

Miss Alice S. Leslie,
Room 5546,
Social Security Building,
Washington, D.C.

Mr. Floyd W. Merriman,
c/o Social Security Board,
32 South Street,
Baltimore, Maryland

Mr. James D. McKinley,
P.O.Box 1511,
Columbus, Georgia

Mr. Wayne A. Neal,
c/o Mr. Richard M. Neustadt,
785 Market Street,
San Francisco, California

Mr. John I. Neasmith,
502 Mutual Building,
Richmond, Virginia

Mrs. J.P.Newell,
306 Jenks Building,
Jacksonville, Florida

Mr. Raymond L. Novarine,
c/o Social Security Board,
509 Langford Building,
Miami, Florida

Mr. Donald T. Orput,
105 Old P.O. Building,
Portland, Oregon,

Mr. Kenneth T. Osman,
Third Floor, Old Telephone Building,
22nd and Church Streets,
Galveston, Texas

Mr. Harrison G. Otis,
c/o San Antonio National Defense
Recreational and Service Committee,
East Wing, Municipal Auditorium,
San Antonio, Texas

Mr. Warren D. Pierce,
c/o Social Security Board,
237 Post Office Building,
Utica, New York

Mr. Downing E. Proctor,
81 Florence Street,
Highland Park, Michigan

Mr. Lloyd W. Reese,
c/o Social Security Board,,
521 Union Commerce Building,
Cleveland, Ohio

Mr. C. Philip Ross,
c/o Social Security Board,
408 Koehler Building,
Lawton, Oklahoma

Mr. Ralph H. Schulze,
P.O.Box 102,
Brownwood, Texas

Mr. L.H.Serene,
c/o Federal Security Agency
Officers' Line,
Fort Devens, Massachusetts

Mr. George Syme, Jr.,
c/o Social Security Board,
1008 Wilson Building,
Anniston, Alabama

Mr. Alden W. Thompson,
c/o Director of Community Recreation,
Radford, Virginia

Mr. Harry L. Thompson,
c/o Mrs. Anna M. Rosenberg,
11 West 42nd Street,
New York, New York

Mr. George R. Vestal,
c/o Mr. Richard M. Neustadt,
785 Market Street,
San Francisco, California

Mr. Weldon B. Wade,
Service Club,
215 Walnut Street,
Rockford, Illinois

Mr. Harry M. Wellott,
305 Huske Building,
Fayetteville, North Carolina

Mr. Robert S. Wilson,
c/o Mr. Ed. McDonald,
1006 Grand Avenue
Kansas City, Missouri

Mr. James E. Zachery,
307 Marott Hotel,
Indianapolis, Indiana

February 3, 1942

Mr. James M. Landis
Executive Director
Office of Civilian Defense
Washington, D.C.

My dear Mr. Landis:

The Women's Bureau will be glad to cooperate with the Community Planning and Organization Program Division which you are establishing.

As you know, our concern is with the working woman. We are keeping in touch with her employment in war industries and her disemployment in consumer goods industries. As the problems that arise under conditions of new employment and disemployment need immediate action, we are not making formal reports on such matters. This is due not only to the need for immediate action and the small staff we have to carry on our work, but because war industry plants discuss their problems with us only with the understanding that there will be no information given out.

At the present time only a few of the problems are such that volunteer assistance would be valuable. As industrial operations assume more stability, there will be valuable assistance which women in the communities can render to war workers. We will be glad to clear all such suggestions through your office.

As to the areas concerning which you ask specific information, we have been working in the Detroit area on the unemployment problem among women automobile workers. We have had to find firms who would re-employ women, in order to get retraining for them in the public schools. An effort to arouse community interest in the status of unemployed women had not proved successful as the interest was entirely in unemployed men.

This situation would be entirely changed should the unemployment bill pass Congress.

We have under way a handbook on standards, policies, and procedures for recreation and housing for women war workers. This will be sent to you as soon as it is ready. In case you should be interested in clothing standards for women workers, and other standards for their employment, copies of these bulletins can be sent you. Our other material deals entirely with industrial operations and wage and hour problems, but I doubt whether this would serve your purpose. Attached is a list of our bulletins and pamphlets.

Sincerely yours,

BN:MFN--ec

Mary Anderson, Director

February 3, 1942

To accompany letter to Mr. Landis-

Publications of the Women's Bureau pertaining to Women in War Industries today

Standards for Employment of Women -

Effective Industrial Use of Women in the Defense Program.

Lifting Heavy Weights in Defense Industries.

Safety Clothing for Women in Industry.

Surveys made by Women's Bureau of War Industries -

Women's Vocational Training Needs in Defense Industries and Services.

Women's Factory Employment in an Expanding Aircraft Production Program.

Employment of Women in the Manufacture of Small Arms Ammunition.

Employment of Women in the Manufacture of Artillery Ammunition.

The Employment of and Demand for Women Workers in the Manufacture of Instruments--Aircraft, Optical and Fire-Control, and Surgical and Dental.

Copy for Miss Keating

OFFICE OF CIVILIAN DEFENSE

Washington, D.C.

January 23, 1942.

Miss Mary Anderson
Women's Bureau
Department of Labor
Washington, D.C.

My dear Miss Anderson:

The Civilian Participation Office of the Office of Civilian Defense is now organizing a Community Planning and Organization Program Division. Although the program is not yet fully under way I believe it would be helpful to the Federal agencies to know something at this time of the contemplated plan of operation.

Carrying out the executive order which established the Office of Civilian Defense, the Division will serve as a center for coordinating federal civilian defense activities which involve relations between the Federal Government and State and local governments in other than the field of protection from air raids and similar emergencies.

It will keep informed of problems which arise from the impact of the industrial and military war effort upon local communities. It will take necessary steps to secure the cooperation of appropriate federal departments and agencies in dealing with these problems and in meeting the emergency needs of local communities in other than the protective fields.

It will consider proposals, suggest plans, and promote activities designed to sustain the national morale and to provide opportunities for constructive civilian participation in the defensd program. It will review and integrate civilian defense programs of federal departments and agencies involving the use of volunteer services in order to assure unity and balance in the application of such programs. It will seek to assist state and local defense councils and other agencies in the organization of volunteer service units and in the development of their activities in other than the protective fields.

It will review existing or proposed measures relating to or affecting state and local defense activities, and recommend such additional measures as may be necessary or desirable to assure adequate civilian defense in terms of maintenance and strengthening of necessary community services.

We are now proceeding to set up our Clearing House of Information on state and local defense activities in our field of operation in cooperation with appropriate federal departments and agencies. It is our hope that we may count on the cooperation of your Bureau, so essential if the purposes for which this office is being set up are to be fulfilled.

At this time we would appreciate it very much indeed if you will make available to us a list of your regular, periodic printed reports, locality and field surveys which contain information as to social and industrial problems arising in local communities in your field as a result of war

activities, and which may be put at the disposal of the Clearing House of information.

May we also have whatever material you can put at our disposal bearing on such problems, in your field of operation, associated with activities in (1) the Hampton Roads area; (2) Detroit and the surrounding automobile industry area; (3) Spokane; (4) Fort Worth.

We would be glad to have you indicate such information asshould be considered confidential, and to return to you any material which cannot be permitted to leave your files for more than a short time.

Would you be good enough to let us know whether there is, ih addition to the reports you are sending us, further information on these areas which would be of assistance to this office but which cannot be permitted to leave your files. If so, could you arrange to give a member of the staff of the Clearing House of Information access to these for study in your office?

It would be helpful if you would let me know to whom we should address future requests for material with regard to specific fields of your Bureau's work in other geographical areas.

We shall be deeply grateful to you for your assistance.

Very sincerely yours,

/s/ James M. Landis
Executive Director

Dept

January 31, 1942

Notes Concerning Procedure to be Followed with Field Reports of Community Surveys and Accompanying Firm Schedules(Chiefly Shell and Bag Loading Plants)

I.Field Reports(Plant Schedules and Community Surveys):

1.To be mailed to Miss Nienburg
2.To be referred to Miss Cannon
3.To be sent to Miss Spring,with material marked which Miss Cannon wishes copied.Original reports to be kept in Miss Spring's files.

II.Subsequent Correspondence:

1.Letters sent to Miss Anderson and Miss Nienburg to be referred to Miss Cannon.
2.Field agents should send additional notes concerning changes in community situations since original surveys made on separate sheetes of paper if the information is sent with a letter so that this material can be added easily to the original reports.

III.Follow-up Correspondence for Action(to U.S.O.,governmental agencies,etc.), to go to Miss Anderson and Miss Nienburg,-copies to be kept in Miss Cannon's file.

General Outline-Type of Material from Community Surveys of Rural Defense Areas Which Can Be Sent to U.S.O. and Governmental Agencies Requesting Information

Since it may be desirable at times to compile information on one or two subjects from a number of different surveys, the material should be summarized under the headings used in the original field reports so far as possible.

I. Defense Area Information:

1. Defense plants within the area to be noted in a general way but not specifically located. It does not seem advisable to include any map which shows exactly where the plants are located.

2. Towns in the area, their census popoulations, and their economic structure, and comments concerning the surrounding and outlying areas to be included.

II. Organizations and Associations in the Community, with names of persons to be interviwed in each agency, to be listed.

III. Community Facilities Data:

1. Factual information concerning existing or definitely planned facilities for sanitation, transportation, housing, food, child care, medical care, education, recreation, etc., to be included.

2. Opinions concerning the community situation should be summarized without mentioning the names of any individuals who expressed these opinions.

3. Information concerning plans of government agencies for the communities will probably have to be checked with regional or national offices of the agencies by the Women's Bureau. Certain tentative plans are frequently considered confidential by these agencies and so could not always be included in a preliminary report given to othe organizations. Field agents will note information of this type which is not to be included in reports sent out. Supplementary information can perhaps be sent later in some cases.

IV. A short summary of the Women's Bureau recommendations concerning the particular needs of women workers in the areas visited should be included, particularly in reports sent to government agencies, such as Federal Security, or the housing authorities.

V. Plant Information:

1. Policy of the Women's Bureau not to give out information concerning specific plants should be generally followed.
2. The number of persons employed at the time of visit and the number to be employed in the future is regarded as very confidential information by the plants atnd the War and Navy Departments and must not be given out.
3. The following items concerning plants are being included:
   a. Information as to whether a large number of women are to be employed.
   b. General source of labor supply.
   c. Methods of transportation.
   d. Information concerning hours of work and shifts.
   e. Employee Organizations.

   Plants visited will be told that these items are to be used.
4. Plants will also be told that some general summary of data received from

numerous plants will probably be summarized and combined in some way in a general report.

5.If in plants visited in the future any unusual training programs or other items of special interest are found which would be of particular interest for publicity purposes,plant officials will be asked if this item can be released provided the name of the firm is omitted.If the material can be used this fact will be noted on the firm schedule.

File

OFFICE FOR EMERGENCY MANAGEMENT

OFFICE OF DEFENSE HEALTH AND WELFARE SERVICES

WASHINGTON, D. C.

Copies to:

Director
FEDERAL SECURITY ADMINISTRATOR

JAN 17 1942

Miss Bertha M. Nienburg,
Assistant Director,
Women's Bureau,
Department of Labor,
Washington, D. C.

Dear Miss Nienburg:

In accordance with your telephone conversation of January 14, 1942 with Miss Clark, we are attaching for your information a brief statement of the functions and operations of this office, and the names and addresses of our Regional Directors.

We should appreciate it if you would arrange for each of our Regional Directors to receive one copy of each pamphlet issued in the series of occupational analyses of war industries made by the Women's Bureau to determine the employment of and demand for women workers. We would like the Regional Directors to have the four publications already issued as well as those that may be released subsequently.

Further, we believe that the surveys, being conducted by the Women's Bureau, of housing, health, and recreational needs of unattached women workers in rural communities where defense industries are located would be most useful to this office, expecially to the Recreation and Social Protection Sections, and the Family Security Committee. We fully appreciate the confidential nature of this material and assure you that if it can be arranged for us to receive a copy of each report, the information will be used for administrative purposes only by the staff members whose programs are most directly affected.

Your consideration of these requests is greatly appreciated

Sincerely yours,

Alvin Roseman
Director, Program Operation Branch

Enclosure

OFFICE OF DEFENSE HEALTH AND WELFARE SERVICES

Room 5237, Social Security Building
Fourth Street and Independence Avenue SW,
REpublic 6530, Branch 2318

Director - Paul V. McNutt
Assistant Director (Health and Welfare) - - - - - - - - - - Charles P. Taft
Assistant Director (Nutrition)- - - - - - - - - - - - - - - Milburn L. Wilson
Deputy Assistant Director- - - - - - - - - - - - - - - - - - Geoffrey May
Deputy Assistant Director- - - - - - - - - - - - - - - - - - Dr. William H. Sebrell, Jr.
Director, Program Operation Branch - - - - - - - - - - - - - Alvin Roseman
Director of Recreation - - - - - - - - - - - - - - - - - - - Mark A. McCloskey
Director of Social Protection- - - - - - - - - - - - - - - - Eliot Ness

COMMITTEES

Health and Medical Committee:
Chairman- Dr. Irvin Abell
Executive Secretary - - - - - - - - - - - - - - - - - - Dr. James A. Crabtree
Procurement and Assignment Service:
Chairman- Dr. Frank H. Lahey
Executive Officer - - - - - - - - - - - - - - - - - - - Dr. Sam F. Seeley
Family Security Committee:
Chairman- Jane M. Hoey
Secretary - Helen R. Jeter
Nutrition Committee:
Chairman- Milburn L. Wilson
Secretary - Helen S. Mitchell
Food and Nutrition Board of National
Research Council:
Chairman- - - - - - - - - - - - - - - - - - - Dr. Frank G. Boudreau
Committee on Food Habits of the National
Research Council:
Chairman- - - - - - - - - - - - - - - - - - - Dr. Carl E. Guthe
Social Protection Committee:
Secretary- Eliot Ness
Community Organization Committee:
Chairman - Fred K. Hoehler
Secretary- James T. Brunet

- - - - - - -

On November 28, 1940, the Council of National Defense, with the approval of the President, designated the Federal Security Administrator as Coordinator of all health, medical, welfare, nutrition, recreation, and other related fields of activity affecting the national defense, including those aspects of education under the Federal Security Agency. Executive Order No. 8890, of September 3, 1941, established within the Office for Emergency Management the Office of Defense Health and Welfare Services, which supersedes the Office of the Coordinator of Health, Welfare, and Related Defense Activities. The Federal Security Administrator is Director of the Office of Defense Health and Welfare Services and discharges his responsibilities under the direction and supervision of

the President.

The Office of Defense Health and Welfare Services collaborates with and utilizes, insofar as practicable, the facilities and services of existing agencies performing related functions. It is further the policy of the Office in carrying out its functions to work with and through the State and local defense councils and other appropriate State and local agencies and, in this connection, to cooperate with the Office of Civilian Defense in its relationships with State and local groups.

Subject to such policies and directions as the President may from time to time prescribe, the Office:

1. Serves as the center for coordination of health and welfare services available through Federal and other agencies, both public and private, to meet the needs of localities arising from the Defense Program and for the coordination of such services for the Nation as a whole during the emergency. Makes available, upon request, to States and localities the services of health and welfare specialists to assist in the planning and execution of such State and local programs.
2. Keeps the President informed regarding the progress made in carrying out its responsibilities and performs such related duties as the President may from time to time assign.

The Office of Defense Health and Welfare Services carries out its functions through committee organization and by direct operation in those areas in which no existing agency has had primary responsibility in the particular field.

INTERDEPARTMENTAL ADVISORY COUNCIL. - The Interdepartmental Advisory Council is composed of the heads of Federal agencies whose activities are related to those of the Director of Defense Health and Welfare Services. The Council advises the Director on major policy questions.

HEALTH AND MEDICAL COMMITTEE. - The Health and Medical Committee was established by order of the Council of National Defense and approved by the President on September 19, 1940, to advise the Council regarding the health and medical aspects of national defense and to coordinate health and medical activities relating to national defense. The Committee was transferred to the Federal Security Agency by further order of the Council of National Defense approved by the President on November 28, 1940. Pursuant to the Executive order of September 3, 1941, it now exercises its duties and functions under the direction and supervision of the Director of Defense Health and Welfare Services. To assist in the performance of its duties, the following subcommittees have been established: Dentistry, Medical Education, Hospitals, Industrial Health and Medicine, Negro Health, Nursing, and Physical Rehabilitation. In carrying out the functions of the Health and Medical Committee, the services and facilities of the medical departments of the Army and Navy, of the Public Health Service and of other Government institutions are used insofar as available.

PROCUREMENT AND ASSIGNMENT SERVICE. - On October 30, 1941, the President approved the establishment within the Office of Defense Health and Welfare Services of a Service for the procurement and assignment of physicians, dentists and veterinarians. The major functions of the Service are to receive requests from governmental agencies and private institutions for qualified professional personnel, to maintain current information on all the personnel resources of the country, and on the basis of such information as to professional qualifications and availability for service, to use every appropriate means to stimulate voluntary enrollment of such personnel as may be necessary to meet the health and medical requirements during the emergency.

FAMILY SECURITY COMMITTEE. - The Family Security Committee, established on February 12, 1941, by administrative order, brings to the attention of the Director of Defense Health and Welfare Services existing or anticipated problems of family securtiy related to defense activities, reviews existing public and private resources, plans the coordination of services, suggests their extension or adaptation, and presents data showing the need for any new program.

NUTRITION ADVISORY COMMITTEE. - The Nutrition Advisory Committee was established by order of the Advisory Commission to the Council of National Defense, September 5, 1940, to advise the Commissioner for Consumer Protection regarding the nutritional aspects of national defense. By order of the Council of National Defense, approved by the President on November 28, 1940, the Nutrition Advisory Committee was transferred to the Federal Security Agency. The Committee now exercises its duties and functions under the direction and supervision of the Director of Defense Health and Welfare Services. In order to provide professional advice in technical matters relating to nutrition and food habits, the National Research Council, on December 7, 1940, established two new committees, the Food and Nutrition Board and the Committee on Food Habits, which serve in an advisory capacity to the Nutrition Advisory Committee.

COMMITTEE ON SOCIAL PROTECTION. - The Committee on Social Protection was established by administrative order on June 14, 1941, to render advice with respect to the social protective aspects of national defense.

COMMITTEE ON COMMUNITY ORGANIZATION. - The Committee on Community Organization was established on September 10, 1941. The committee membership includes representatives of various Federal and National agencies concerned with health, welfare and allied services closely related to the defense program. It is studying methods for mobilizing and integrating Federal, State, and local facilities to provide such services as a part of the total defense program.

PROGRAM DIVISIONS. - Within the central office, there are two main functional subdivisions: the Division of Health and Welfare and the Division of Nutrition.

In addition to its responsibilities in connection with the Health and Medical Committee, the Family Security Committee, and the Community Organization Committee, the Division of Health and Welfare comprehends within its responsibilities functions relating to recreation and social protection.

With respect to recreation, it is responsible for stimulating and coordinating recreational programs in communities adjacent to Army, Navy, and defense industrial establishments and assisting such communities to secure supplementary recreational facilities. In order to carry out these responsibilities, machinery has been developed for collaboration and planning among public and private leisure-time agencies and associations (both national and local), commercial recreational interests, and industrial and labor groups.

With respect to social protection, the Division of Health and Welfare, in cooperation with existing State and local agencies, is responsible for safeguarding the armed forces and civilian population from the various hazards of commercialized vice.

The major activities of the Nutrition Division, the Nutrition Committee, the subcommittees of the National Research Council, and the State Nutrition Committees, are the organization and conduct of a Nation-wide educational campaign for the improvement of nutritional standards and food habits.

The responsibilities of the Office of Defense Health and Welfare Services with respect to education are carried out largely through the Office of Education.

REGIONAL ORGANIZATION. - The field programs of the Office of Defense Health and Welfare Services are integrated through the Program Operation Branch. Corresponding to the Interdepartmental Advisory Council, a Regional Advisory Council functions in each of the 12 geographical regions of the Social Security Board. The Regional Directors of the Social Security Board have been designated Regional Directors of Defense Health and Welfare Services and serve as chairmen of the Regional Advisory Councils. Representation on the Regional Advisory Council is, for the most part, from the same agencies that are represented on the Interdepartmental Advisory Council. The constituent units of the Federal Security Agency, as well as other Federal agencies, are represented. The Regional Director carries out his coordinating responsibilities (1) through the committee method of operation as reflected in the activities of the Regional Advisory Council and its subcommittees in the various technical fields and (2) through a coordinating supervision of the field recreation, nutrition, and social protection staffs, which, working out of the offices of the Regional Directors, consult with those localities most urgently needing their services.

REGIONAL OFFICES - OFFICE OF DEFENSE HEALTH AND WELFARE SERVICES

Region	Director	Address
No. 1 Maine, New Hampshire, Vermont, Massachusetts, Rhode Island, Connecticut.	John F. Hardy	120 Boylston Street, Boston, Massachusetts

Region	Director	Address
No. 2 State of New York	Mrs. Anna M. Rosenberg	11 West Forty-Second Street, New York, N.Y.
No. 3. New Jersey, Pennsylvania, Delaware	W. L. Dill	Widener Building, Juniper and Chestnut Streets, Philadelphia, Pa.
No. 4. Maryland, Virginia, North Carolina, West Virginia, District of Columbia	G. R. Parker	1008 Arlington Hotel Building, 1025 Vermont Avenue NW., Washington,D.C.
No. 5. Kentucky, Michigan, Ohio.	Robert C. Goodwin	Union Commerce Building, 925 Euclid Avenue, Cleveland, Ohio
No. 6. Illinois, Indiana, Wisconsin	Henry L. McCarthy	United States Courthouse Building, Chicago, Ill.
No. 7. South Carolina, Georgia Tennessee, Mississippi, Alabama, Florida	Richard H. Lyle	Chamber of Commerce Building, First Avenue and Nineteenth Street, Birmingham, Alabama
No. 8. North Dakota, South Dakota, Nebraska, Iowa, Minnesota	Fred M. Wilcox	Federal Office Building, Minneapolis, Minnesota
No. 9. Missouri, Kansas, Arkansas, Oklahoma	Ed. McDonald	Dierke Building, 1006 Grand Avenue, Kansas City, Missouri.
No. 10. Louisiana, Texas, New Mexico	James B. Marley	Maverick Building, North Press and East Houston Streets, San Antonio,Tex.
No. 11. Montana, Idaho, Wyoming, Utah, Arizona, Colorado	Heber R. Harper	Patterson Building, 1706 Welton Street, Denver, Colorado
No. 12. California, Oregon, Washington, Nevada	Richard M. Neustadt	Humboldt Bank Building, 785 Market Street, San Francisco, California
Territory of Alaska	Hugh J. Wade	Territorial Building, Juneau
Territory of Hawaii	Robert W. Beasley	104 Federal Building, Honolulu

January 17, 1942.

U. S. DEPARTMENT OF LABOR
WOMEN'S BUREAU
WASHINGTON

AGENDA

COMMUNITY FACILITIES IN DEFENSE INDUSTRIAL AREAS AND PROGRAM FOR IMPROVING THEM

I. Various types of community facilities in relation to the different types of communities and types of women workers)

(This outline for reference purposes only)

Facilities In	Communities	For Women Workers
Housing and eating	Large cities with many diversified facilities but inadequate for expanded population	Industrial
Recreation	Smaller cities and towns with few and undiversified facilities	Service trades, office work
Transportation	Sparsely settled or rural areas converted suddenly into industrial centers, devoid of facilities	Professional
Information and social service	Environs of camps, forts, etc., with mushroom growth and wholly inadequate facilities	
Personnel for projects (Paid and volunteer)		

1. ✓ Mrs Baldwin ⁊ LWV.
2. ✓ Mrs Earl Case Blough ⁊ SO
3. ✓ Mrs Boynton — YWCA
4. Mrs Florence Damon ⁊ SWOC
5. Miss Margaret Creech ⁊ T.A
6. ✓ Dr Esther Colt Franklin ⁊ AAUW
7. ✓ Miss Kimpel ⁊ NCC 8
8. ✓ Mrs. Judy Katz C.S.O
9. ~~Miss Florence Richardson. Wis.~~ F.H. Clarkson — ⁊ F W C
10. ✓ Mrs. Chas Whitehurst a. F. of L.
11. ✓ Miss Paschal-

I. War Industries Production
Tanks guns ammunition
airplanes, Battleships
supplies necessary for destruction

II

III construction
Camps
Cantonments

IV Medical, Relief + Surgical

V non combatant

Women's Bureau
U. S. Department of Labor
Washington

Conference of Women's Bureau Advisory Committee
concerning
Employment of Women in War Industries and Services.
January 21 - 22, 1942

January 21: 10 A.M.
Presiding: Mary Anderson, Director, Women's Bureau

War Industries and Occupations and the Potential Employment of Women
Bertha Nienburg, Assistant Director

Labor Standards for Women and the War
Louise Stitt, Chief, Minimum Wage Division

Community Problems Created by the Migration of large Numbers of Women Workers into New Industrial Areas
Martha Ziegler, Field Supervisor

British Experience in the Employment of Women in War Industries
Mary Elizabeth Pidgeon, Chief, Research Division

* * * * * * *

2 P.M.
Committee Meetings

A. Committee on:
War Industries' Need for Women Workers and Unemployment among Women Workers
Chairman: Elizabeth Magee, Ohio Consumers' League
Resource Person: Isadore Spring
Recorder: Rachel Nyswander
Room 1307.

B. Committee on:
Defense Demands for Office Workers, Conditions of their Work and their Training.
Chairman: Mrs. William H. Chambers, National Board, Y.W.C.A.
Resource Person: Mary Elizabeth Pidgeon
Recorder: Dorothy Krall
Room 1210

C. Committee on:
Need for Women in Service Trades and Professions
Chairman: Frances Cummings, National Federation of Business and Professional Women's Clubs
Resource Person: Bertha Nienburg
Recorder: Alice Angus.
Room 1505

D. Committee on:
Labor Standards for Women and the War.
Chairman: Dorothy Bellanca, Amalgamated Clothing Workers of America
Resource Person: Louise Stitt
Recorder: Florence Smith.
Room 1313

E. Committee on:
Community Facilities for Women War Workers.
Chairman: Genevieve Lowry, U. S. O.
Resource Person: Martha Ziegler
Recorder: Mary Cannon
Room 1328

* * * * * * * * * * * * *

January 22nd: 10 A.M.
Room 1305
Presiding: Miss Anderson
Reports of Committees
Discussion
Final Recommendations

Women's Bureau
U. S. Department of Labor
Washington

January 21, 1942

Committee on:

Need for, and of Women Industrial Workers.

I. Need for Women in War Industries.

1. Size of Production Program for National Military and Naval Forces.

Fiscal Year, June 30, 1941 - Spent 6 billion dollars.
Fiscal Year, June 30, 1942 - Expected Expenditure 20-1/2 billion dollars, or three times as much.
President's program calls for 50 billion dollars or 2-1/2 times this fiscal year.

2. Army and Draft Board Policies.

Army to be enlarged from 1,500,000 to 8,000,000.
Few industrial deferments.
Army is pressing 3 - 8 hour shifts and women's employment.

3. Estimated Employment Needs

Industry	Total	Estimated Need of Women

4. Occupations in which women excel.

II. Need of Women for Work.

1. Unemployment in consumer goods industries.

a. Automobile
b. Rubber
c. Silk and hosiery
d. Jewelry
e. Other

2. New Workers

a. Out of School Girls
Approx. 250,000 drop out of school after Grade School or first year of high school.
High School Graduates 548,426
College Graduates 67,265

Normally 700,000 are seeking work between 16 and 24 years of age.

b. Older Workers

25 to 44 years - 377,000 seeking work - 23,500 new workers
45 and over - 181,000 seeking work - 7,000 new workers

Total Seeking Work 1940 - 1,266,000
On Emergency Work - 433,000

1,699,000

III. Obstacles in way of women's employment

1. Unemployment of Men
   1940 - 8,800,000 men seeking work
   2,000,000 men on Public Emergency Work
   1941 - Estimated men seeking work.

2. Attitudes of:
   Trade Union Officials
   Employers
   Government officials

3. Women's lack of basic knowledge of metals and mechanics.

IV. Recommendations to meet present situation concerning:

1. Unemployed experienced women in non - war industry areas.

2. Unemployed experienced women and new workers in war industry areas.

3. Training:
   Vocational School
   In-shop Training

4. More equitable attitude on part of officials.

V. Recommendations to ease blow of post-war curtailment of distinctly war industries with peace time possibilities.

VI. Ways in which women's organizations present at conference may implement above recommendations

I Production

To double in 1942

" " 1942 in 1943

15 million to 21 men + women

Short 9 million – if use all available unemployed + new graduates –

58 + women to June 1941 enrolled

trade courses

(a) Technical Staff

(b) Engg staff

tungsten, printers, drafting Welfare

(c) office people

on demand – 1st half 1941 15,000 into

Wash, Handling stocks

(d) Draftsmen blue print

matter making paper plans transmissions

+ blue print people who make copies

(e) Production factory floor

air craft

small arms

artillery

none has used

limitation

(a) limitation in strength
lifting - 50 lbs
pulling 2/3 } that of men

(b) Tendency to dermatitis &c

(c) lack of mechanical knowledge
handling tools + metals
network - school - } training women in metals

? one other -

recommend n.y.a.

e. Production opportunity

1- airplane -
Valtee has used 600
courses 24 hours day
3 - 8 all depts - thin[illegible] assembly -
start at 60¢ hour - time at higher rates
rate 1.15 -

Kansas Wichita
Training plan

2. Instrument field

3- Nursery group
30,000 additional nurses + nurses aids
Untrained Scin 1,000,000
and nurses been trained by WPA + N.Y.A.

4- Non combatant services
Bill Wood and Army Service

Standards Miss Stitt

21 States – 47 or less
20 – 1 day rest in 7
12 night work laws

night work – number of productive hours – instead of long hours

2 Commissioners
(a) Pressure – by employers (to wear ↓ navy dept)
(b) Women for jobs
(c) Insistance of people on maintaining standard
(d) Reluctance to have labor laws amended
N Y had adopted an amendment for deration
Standards for guides (Finally for
misrepresentation
(e) – 48 hr week – 1 day in 7. Lunch + rest periods – Safeguards. Equal wages men + women – also overtime

Empl

1- Emergency Powers Act 1939
control of labour — consumption — Manufacture
of Goods

2- Control of Employment Act
Labour supply Civil supp agencies

3- E

Essential Work Order-
no discharge or leave without
employment

3 Compulsory registration act
20-21- to 35
To empl agency & register to work

49½ total
roughly 2% women
5,000,000 war-worker (additional)

16

call Mr Bate:
Mr. Williams

That Conf. -

Miss Boynton -
~~Submit the recommendations~~
to ~~Conscientious~~ Conf. ~~Committee of Women~~
Committee report are the ~~Statements~~ - are referred to the organization for consideration + action -

~~If~~ Restrictions be included in telegram

2 nos -

WOMEN'S BUREAU
U. S. Department of Labor, Washington

Conference of Advisory Committees to the Women's Bureau, January 21-22, 1942

List of Members and Committee Assignments

Name	Organization	Committee	Room
Adler, Miss Evelyn	United Office and Professional Workers of America	B	1210
Baldwin, Mrs. Harris T.	National League of Women Voters	E	1328
Bellanca, Mrs. Dorothy J.	Amalgamated Clothing Workers of America	D	1313
Bennett, Mrs. Jean	American Federation of Soroptimist Clubs	C	1303
Blough, Mrs. Pearl Case	United Service Organizations for National Defense, Inc.	E	1328
Boynton, Miss Opal	National Board of the Y.W.C.A.	E	1328
Calhoun, Dr. Nina Fay	International Association of Altrusa Clubs, Inc.	C	1303
Carlson, Mrs. Winifred C.	United Automobile Workers of America	A	1307
Chambers, Mrs. Wm. H.	National Board of the Y. W. C. A.	B	1210
Christman, Miss Elisabeth	National Women's Trade Union League of America	D	1313
Clowes, Mrs. Florence	Steel Workers' Organizing Committee	E	1328
Creech, Miss Margaret	National Travelers' Aid Association	E	1328
Cummings, Miss Frances	National Federation of Business and Professional Women's Clubs	C	1303
Franklin, Dr. Esther Cole	American Association of University Women	E	1328
Gilbreth, Dr. Lillian M.	Consulting Engineer	C	1303
Hall, Mrs. Etha G.	Pilot Club International	B	1210
Hines, Miss Grace	United Rubber Workers of America	A	1307
Hobart, Mrs. Warwick	National Consumers' League	D	1313

Name	Organization	Committee	Room
Hooley, Miss Anne S.	National Catholic Community Service	E	1328
Katz, Mrs. Julia	Congress of Women's Auxiliaries, C.I.O.	E	1328
Loudermilk, Miss Effie	Quota Club International, Inc.	C	1303
Lowrie, Mrs. Kathleen J.	Women's Bureau Representative, Regional Labor Supply Committee	A	1307
Lowry, Miss Genevieve	National Board of the Y.W.C.A.	E	1328
MacDonald, Dr. Lois	National Consumers' League	A	1307
Maffet, Dr. Minnie L.	National Federation of Business and Professional Women's Clubs	C	1303
Magee, Miss Elizabeth S.	Women's Bureau Representative, Regional Labor Supply Committee	A	1307
McElroy, Mrs. May Moyers	Zonta International	C	1303
Nord, Miss Elizabeth	Textile Workers Union of America	D	1313
Reisch, Miss Sadie	International Ladies' Garment Workers' Union	D	1313
Settle, Mrs. Anna H.	Consumers' League of Kentucky	B	1210
Sharpley, Miss Lilian	National Board of the Y.W.C.A.	B	1210
Simmons, Mrs. Harriman	Consumers' League of New Jersey	D	1313
Smaltz, Miss Rebecca G.	Women's Bureau Representative, Regional Labor Supply Committee	A	1307
Speek, Mrs. Frances Valiant	American Association of University Women	C	1303
Valentine, Miss Frances	Women's Bureau Representative, Regional Labor Supply Committee	A	1307
Whitehurst, Mrs. John L.	General Federation of Women's Clubs	E	1328
Wiesman, Miss Margaret	Consumers' League of Massachusetts	D	1313
Young, Miss Ruth	United Electrical, Radio & Machine Workers of America	A	1307

UNITED STATES DEPARTMENT OF AGRICULTURE
FARM SECURITY ADMINISTRATION
WASHINGTON

IN REPLY REFER TO
RP-4-LR

Miss Bertha Nienburg
Assistant Director, Women's Bureau
Department of Labor
Washington, D. C.

JAN 10 1942

Dear Miss Nienburg:

As requested by Miss Elsie Wolfe, we are enclosing the names and addresses of those persons who are responsible, on a regional basis, for the defense housing projects operated by the Farm Security Administration. We are enclosing also a list of the projects now open or about to open.

We look forward to receiving your comments on community facilities and activities of those projects you visit and, as agreed, will be glad to send you copies of field reports made by members of the staff of our Education and Community Services Section, on these situations.

Sincerely yours,

Mason Barr

Mason Barr
Director
Resettlement Division

Enclosures: 2.

FARM SECURITY ADMINISTRATION REGIONAL REPRESENTATIVES FOR DEFENSE HOUSING

Mr. W. E. Georgia	Assistant Regional Director, RP Farm Security Administration 17 Brief Avenue Upper Darby, Pennsylvania
Mr. William Lightfoot, Jr.	Assistant Regional Director, RP Farm Security Administration 342 Massachusetts Avenue Indianapolis, Indiana
Mr. Marcus Braswell	Senior Administrative Assistant Farm Security Administration Patterson Hall, State College Campus Raleigh, North Carolina
Mr. Julian Brown	Assistant Regional Director, RP Farm Security Administration Bell Building Montgomery, Alabama
Mr. E. B. Whitaker	Assistant Regional Director, RP Farm Security Administration Donaghey Trust Building Little Rock, Arkansas
Mr. D. A. White	Assistant Regional Director, RP Farm Security Administration Terminal Warehouse Building Lincoln, Nebraska
Mr. W. A. Canon	Assistant Regional Director, RP Farm Security Administration State Fair Park Dallas, Texas
Mr. H. M. Coverley	Assistant Regional Director, RP Farm Security Administration 30 Van Ness Avenue San Francisco, California
Mr. R. T. Magleby	Assistant Regional Director, RP Farm Security Administration 233 Terminal Sales Building Portland, Oregon
Mr. James A. Mullens	Chief of Defense Housing Farm Security Administration 29 - 30 Commercio Street San Juan, Puerto Rico

TEMPORARY DEFENSE HOUSING PROJECTS

FARM SECURITY ADMINISTRATION

Region I:

**Aberdeen, Maryland
Annapolis, Maryland
**Middle River (Baltimore), Maryland
Beaver County, Pennsylvania
**Bethlehem, Pennsylvania
Delaware County, Pennsylvania
Dover, New Jersey
Elkton, Maryland
**Erie, Pennsylvania
East Hartford, Connecticut
**Hartford, Connecticut
Massena, New York
Middletown, Pennsylvania
**New London, Connecticut
**Sidney, New York
**Waterloo (Seneca County), New York
York, Pennsylvania

Region III:

**Burlington, Iowa
Burns City, Indiana
Crab Orchard, Illinois
Dayton, Ohio
Joliet, Illinois
Kingsbury - La Porte, Indiana
Port Clinton, Ohio
**Ravenna, Ohio
Rockford, Illinois
Weldon Springs (Wentzville), Missouri

Region IV:

Hampton Roads, Virginia
**Jacksonville, North Carolina
Nashville, Tennessee
Newport News, Virginia
**Portsmouth, Virginia
Pulaski (New River), Virginia
**Wilmington, North Carolina

Region V:

**Huntsville, Alabama

Region VI:

Little Rock (Jacksonville), Arkansas
Mindon, Louisiana
Pascagoula, Mississippi
Pine Bluff, Arkansas

Region VII:

Parsons, Kansas

REGION VIII:

Texarkana, Texas
**Orange, Texas

Region IX:

**Benecia, California
Lompoc , California
Ogden, Utah
**Paso Robles, San Miguel, California
Sacramento, California
Salt Lake City, Utah
**San Diego, California
**Vallejo, California

Region XI:

**Bremerton, Washington
Umatilla, Oregon

Region XIII:

San Juan, Puerto Rico

** Indicates projects now occupied.

C O P Y

OFFICE OF WAR INFORMATION
Executive Office of the President
Office for Emergency Management
Washington, D.C.

July 14, 1942.

Dear Miss Anderson:

I should like to thank you very much for the cordiality and cooperativeness demonstrated by Miss Robinson, Director of Public Information, in her recent conference with Dr. Horowitz of our Special Services Division. In that conference it was suggested that you might be able to make available a weekly memorandum, now being contemplated.

It would be very helpful if our Special Services Division could receive this form of regular reporting on current trends and special problems as they affect women, reports of community surveys, and excerpts from regional reports. Listings of foci of current major tension or anticipated future tensions as they relate to women and the war would be of great help. Any materials designated confidential would, of course, be treated as such.

Your cooperation in this will be greatly appreciated.

Sincerely yours,

(Signed) F. Keith Kane, Chief
Bureau of Intelligence
Office of War Information

COPY

U. S. Department of Labor
Women's Bureau
Washington

July 23, 1942.

Mr. R. Keith Kane, Chief
Bureau of Intelligence
Office of War Information
Office of Emergency Management
Washington, D.C.

Dear Mr. Kane:

I have your letter of June fourteenth, requesting the cooperation of the Women's Bureau in bringing to your attention current trends and problems as related to women in war production.

We shall certainly be glad to send you all available information that we think may prove helpful to you, and shall endeavor just as soon as possible to initiate the weekly memorandum contemplated. As you doubtless realize certain data furnished us by employers are of such a strictly confidential nature that we are not permitted to distribute such facts in connection with individual firms. However, we believe our reports will prove of interest to you, and if you have special questions pertaining to women which you would like to discuss, I should be glad to have you call on me.

Very truly yours,

Mary Anderson, Director

FEDERAL PUBLIC HOUSING AUTHORITY

Established by Executive Order No. 9070 - February 24, 1942

- Is one of 3 main constituent units of National Housing Agency.

- Responsible for administration of functions and duties with respect to public housing which were formerly vested in:

1. U. S. H. A.

2. Federal Works Administration (defense housing)

3. Any agencies to provide temporary shelter in defense areas and the several Acts to that end -
(includes Federal Works Agency and Farm Security Administration).

4. War Department) with respect to housing units (except on
Navy Department) military or naval reservations, posts or
bases), for persons with families.

5. Farm Security Administration - as to housing projects for families not essentially farming class.

6. Defense Homes Corporation.

War Housing

F. P. H. A. - is to provide housing for persons engaged in war activities whenever it is found private sources inadequate for need. Includes workers in essential war industries, certain military and naval personnel, and other U. S. employees essential to the war effort.

F. P. H. A. - is authorized to acquire land for, construct, and operate projects to provide such war housing, including family housing, dormitories and trailers. Authorized to use local public housing agencies in such construction and operation. Authorized to revise contracts for financial assistance entered into with local public housing agencies to develop and administer low-rent housing and slum-clearance projects in critical areas, so these projects can be used as emergency housing for war activity employees.

Low Rent Housing and Slum Clearance

Under U. S. Housing Act of 1937, contracts for financial assistance to develop and administer such projects were made for financial backing. F. P. H. A. now administers those. No new urban housing is being started by local housing authorities except where projects needed for persons in war activities.

(Data from 1942 Congresssional Directory)

August 13, 1942

G-3970

Miss Mary Anderson, Director
Women's Bureau
Department of Labor
Washington, D. C.

ATTENTION: Miss Buchanan
Research Division

My dear Miss Anderson:

The receipt is acknowledged of your letter of August 7, 1942, concerning the housing of women war workers during the first World War.

We shall be pleased to send you as soon as it can be compiled information concerning materials in The National Archives relating to this subject.

Very truly yours,

P. M. Hamer
Director of Reference Service

PMH:lb

Farm Community Funds.

January 1, 1941

Major John O. Walker, Assistant Administrator
Farm Security Administration
Washington, District of Columbia

My dear Major Walker:

Attached herewith is the memorandum concerning duration living accommodations for women war workers which you requested.

I should like to state also that in conference with women in charge of British activities we have been told that Britain made its first mistake with regard to women workers by calling them out before adequate preparation had been made for living accommodations as well as good employment conditions. Consequently, the original enthusiasm of the volunteer workers diminished and drafting is the consequence.

Unfortunately, I must leave on Saturday for Canada and will not be back for a week. Should it be possible to have the contemplated conference before I leave, I should be delighted. If not, may I suggest that it be postponed for another week.

Sincerely,

Bertha M. Nienburg,
Assistant Director

Enclosure - Statement to Major Walker - Jan. 1, '42
re: Duration Living Accommodations for Women War Workers.

BMN:LW

Women's Bureau
U. S. Department of Labor
Washington

January 1, 1942

Memorandum

To: Major John O. Walker, Assistant Administrator,
Farm Security Administration
From: Bertha M. Nienburg, Assistant Director, Women's Bureau

Re: Duration Living Accommodations for Women War Workers.

In the course of its responsibility for promoting the welfare of women war workers, the Women's Bureau's experienced field agents have and are visiting shell loading, bag loading and explosive plants in which large numbers of women will be employed. The new order of the War Department to operate three eight-hour shifts will not only increase the number employed, but will increase the numbers requiring local living accommodations. It is vital to production, especially as some of the work is hazardous, to maintain a steady, constant labor force of women, as well as men, in these plants.

While women living within 40 miles of the rural communities in which these plants are located are being employed as far as possible, in an increasing number of areas, three shifts cannot be secured locally and in-migration must result. Surveys of these rural communities reveal little local accommodations for the unattached woman and a belief in the community that temporary living arrangements for women workers should be established by the Government. The migrating defense woman worker is not integrated readily into the social life of neighboring small towns. She is not immediately invited into its homes. Formal community entertainment is occasional. She cannot lounge about the main street. Living and recreational space, as well as sleeping space, must be provided.

Duration Dormitories

Duration dormitories have been seen in operation at Aberdeen, Maryland, and Bremerton, Washington. While these dormitories provide ample bedroom accommodations, modern bath and toilet facilities, bed lights, frequent changes of linen and maid service, the Civil Service office women for whom they were intended found them unlivable. Some returned to their homes, others preferred to commute from Baltimore and other towns. The 28 women now living in one dormitory in Aberdeen and the 15 in Bremerton are conscious both of the good features and the lack of facilities in these dormitories.

While a committee of experts considering the housing of factory women and girls of all ages does not believe the large dormitory is the solution, where the 52-unit dormitory is already built or in process of building, it makes the following recommendations:

I. Additional Dormitory Facilities

a. Washing and bathing facilities should be divided into several units in place of the single large bath room now used.

b. Laundry facilities with washtub and pressing equipment should be made available.

c. An electric plate on which water can be heated and a small amount of cooking done should be available so that simple food can be prepared for residents who are ill.

d. Desks or tables for writing should be made available.

e. Lockers or closets with locks should be provided for each individual.

II. Facilities for Meals and Leisure-time Activities

If cooking and recreational facilities cannot be provided for each dormitory unit, a building should be constructed adjacent to the dormitory site to contain the following:

a. Provision of cooking facilities and tables so that women can prepare their own meals or engage in cooperative cooking arrangements.

b. A small lunch room or "soda bar" where sandwiches, soup, ice cream, etc., can be purchased at moderate prices.

c. A large recreational room for group activities.

d. Smaller living or reception rooms for use of individuals with visitors or for those desiring quiet.

e. Recreational equipment, lamps, curtains, pictures, etc., be provided to give a livable atmosphere.

III. Paths to Duration Housing

a. When housing is located at a distance from the town or from the plant, some types of lighting should be provided to light the fields or roads that must be traversed at night.

b. Gravel paths or sidewalks should be provided to make the housing accessible in bad weather.

More Desirable Accommodations

While it is recognized that the present dormitories were built to fit into a limited cost figure, by the time necessary additions are made so that women workers will live in them, the cost will have risen. Wherever possible it is recommended that smaller housing units be constructed with housekeeping facilities so that each unit could operate as an independent housekeeping group if it so desired. The demountable four room house with kitchen, if made available to women defense workers, would provide housing for more defense workers than the present type of family unit housing constructed by the Government which is generally popular.

If expense would prohibit the installation of a kitchen for each unit, a kitchen for two or three units would be advisable.

Immediate Action

Walkerton, Indiana (For Kingsbury Ordnance Plant)

Four units to house 250 women will be ready January 15, 1942.

The lack of living and recreational facilities is so obvious that Plant Manager fears he cannot hold women.

No food facilities are available as yet near the dormitories. Nor are there recreational facilities in Walkerton except one movie theater, seating 300 people.

Miss Drinkwater
file copy

Interview with Mr. Ott Romney and Mr. Rohrbaugh - 1/3/42

Mr. Ott Romney - W.P.A. Director of Recreational Projects

Office at 19th & E Streets, Auditorium Bldg. - room 20A

Mr. Lewis Rohrbaugh - Farm Security Field Representative

Telephone Agriculture Department, Branch 4876

Mr. Romney stated that since the suspension of W.P. A. services in all except War Industries, additional recreational facilities were available for use in Defense areas and a more adequate field staff is now possible.

W. P. A. can rehabilitate old structures but new ones can not be erected. Therefore, it is possible for W.P.A. to build a recreational center at Walkerton, Ind., or in any other defense area, providing it is a reassembled structure.

Since the Recreation Building must be erected under supervision of State W.P.A. officials, Mr. Romney suggested that I contact them personally upon my return to Indiana. This method would expedite the construction of such a building. A letter from Mr. Romney's office was to be sent Saturday to Mr. Connor, Regional Public Activity Director, Chicago, stating that I would call on him Wednesday in regard to this matter.

Under this new program recreational services of W.P.A. are to be expanded in Defense areas and supervision of the Recreation Center will be under their leadership rather than U.S.O. Mr. Romney said they tried not to duplicate services so for that reason it was decided that if W.P.A. constructed the building it was better for them to staff it.

Both Mr. Romney and Mr. Rohrbaugh thought it would be very helpful if all the Bureaus interested in housing and recreation in these Defense areas - Women's Bureau, Farm Security, Federal Security, and W.P.A. would have a joint conference and jointly bring pressure to bear upon authorities having the funds to rectify some of the mistakes made in Defense Housing, etc. The more pressure brought, the greater the results or something to that effect.

Mr. Rohrbaugh said Miss Rodin, of Federal Security, is conducting a survey of all defense areas in regard to women but probably it is chiefly along recreational lines. He thought she would be interested in the Women's Bureau reports on areas visited. He also mentioned Mrs. Kern. Mr. Rohrbaugh also stated that it would be very helpful if Women's Bureau Community reports be sent to Major Walker of Farm Security. He does not get out on the field so is not very familiar with local conditions and perhaps our reports would give him a clearer picture of the situation. At least it would be a report with a different point of view. He said information on firm schedule would be of little or no value to them.

Names of people to be contacted in Chicago and Indiana:

(1) Mr. Edward Connor, Regional Public Activity Director, 22nd floor of Mercantile Mart, Chicago.

(2) Miss Mildred Schmidt, State W.P.A. Director for Community Services, Indianapolis.

(3) Mr. Howard Wolaver, Chief of Defense Housing (F.H.A.)
Massachusetts Avenue (Farm Security)
Indianapolis

(4) Mr. J. F. Perkins - Farm Security Director of Dormitories at Walkerton and Knox.

P. S. Mr. Romney thought W.P.A. could help establish and staff a Nursery School or some Child Care Project.

Report on Rooms Reg. Office -- Washington, D.C.

Barr Building - 17 & I Sts., Room 412

Interviewed Mr. Radin, Mr. Strong, Director

Reports are sent in the 20th of each month on active vacancies at end of previous month, new rooms and houses filed; number filled, number retired from file, active vacancies at end 20th of current month. The same kind of information about applicants (numbers are not broken down into male and female). Price range of vacancies, price range of applications are reported, finally a report on the room shortage. The reports are signed by the persons preparing the report and by the director.

Information was taken off of the reports on Radford, Va., Christiansburg, Va., Pulaski, Va., Blacksburg, Va., Elkton, Rock Island City and Milan area, Moline, Ill., East Moline and Silvis area, and Dover, New Jersey. (Picatinny Plant).

The office will be established in Burlington, Iowa, and is to be set up for the Burns City, Indiana area. There is no report on La Porte since January, so the data were not copied.

Following is the information on Joliet, Rock Island and Moline:

Joliet - Report prepared by Maybelle Seaver Foreman Grade B
Director-Charles B. Garnsey, City Bldg., Inspector

Active Vacancies Jan.20	Houses	Rooms
	14	95
New ones filed during month	35	70
Applicants on file end of month	139	42
New applicants during month	126	56
Placed	18	22

(The figures on room filled and applicants placed cannot be accurate because people do not report back.)

Rent Classification:

of applicants for houses	$25-34	$34-49	$50+	per month
	5	39	82	
of applicants for rooms	$2.50-4.99	$5-7.49	$7.50	per week
	6	43	8	

Shortage reported
4 room houses and)
2 and 3 room apartments) rent $50.00

Rock Island City and Milan area;
Wm. O. Peak - Unit Supervisor
W. Lloyd Keepers - Director

Active vacancies	Houses	Rooms
	16	59
New vacancies	103	98
Applicants, end of month	36	1
New, during month	96	53
Filled	45	17

Rent Classification	$25-34	$35-49
Houses	16	15
Rooms		$5.00-7.49

Shortage - 4 - 5 - 6 - room dwelling at, $25, 30.35 rent

Moline, Illinois (Moline, East Moline and Silvis)
(Same directors as Rock Island)

Active vacancies - end month	Houses	Rooms
	18	32
New vacancies during month	50	61
Applicants	6	0
New (during month)	40	47
Places	40	47

Rent classification	$25-34	$35-49
Houses	1	4
Rooms 0		

Shortage-4 - 5 - 6 - room houses
$25 - $30 - $35 month

SITE SELECTION INSTRUCTIONS

ON F.S.A. TEMPORARY HOUSING PROJECTS

PART I

ISSUED BY
OFFICE OF THE CHIEF ENGINEER

FARM SECURITY ADMINISTRATION

UNITED STATES DEPARTMENT OF AGRICULTURE

WASHINGTON, D. C.

DESIGN INSTRUCTIONS FOR SITE AND UTILITY PLANNING ON F.S.A. TEMPORARY HOUSING PROJECTS

PURPOSE: TEMPORARY HOUSING PROJECTS AS PLANNED AND ERECTED UNDER THE F. S. A., CONSIST OF THREE MAJOR GROUPS OR COMBINATIONS OF THESE GROUPS. THESE ARE CLASSIFIED AS DORMITORIES, DEMOUNTABLE SHELTERS, OR TRAILERS. THE INSTRUCTIONS, PLANS, AND DETAILED DRAWINGS IN THIS MANUAL ARE TO BE USED IN PREPARING SITE LAYOUTS AND UTILITY PLANS FOR ALL SUCH PROJECTS.

INFORMATION FURNISHED: THE CHIEF ENGINEER OF THE F.S.A. HAS PREPARED CERTAIN STANDARD PLANS FOR VARIOUS BUILDINGS, TRAILERS, AND UTILITIES. COPIES OF SUCH STANDARDS AS ARE APPLICABLE, A DESCRIPTION OF THE SITE, AND A LIST OF THE PROPOSED HOUSING FACILITIES, WILL BE FURNISHED PRIOR TO THE INITIATION OF ANY PLANNING. THESE INSTRUCTIONS AND STANDARDS MUST BE FOLLOWED IN PREPARING PLANS AND SPECIFICATIONS FOR DEVELOPMENT.

INFORMATION NEEDED:

A. SITE SURVEYS.

BEFORE PROCEEDING WITH THE LAYOUT, AN ACCURATE TOPOGRAPHIC MAP OF THE SITE WILL BE REQUIRED, AT A SCALE NOT LESS THAN 1" = 50'. ALL MAPS SHALL HAVE THE FOLLOWING INFORMATION CLEARLY INDICATED:

(SEE S-1, S-2, S-3)

1. PROPERTY AND BOUNDARY LINES, TO SCALE, WITH SUFFICIENT DATA FOR TYING INTO THE STAKING PLAN.

2. EXISTING MONUMENTS, IRON PINS, REFERENCE POINTS, ETC., LABELLED AS SUCH.

3. CONTOURS OF EXISTING GROUND DRAWN IN DASHED LINES AT ONE-FOOT INTERVALS, WITH ALL ELEVATIONS REFERRED TO AN ESTABLISHED DATUM. A BENCH MARK SHOULD BE ESTABLISHED AT THE SITE.

4. ALL EXISTING STRUCTURES SHOWN TO SCALE, LABELLED, AND WITH THE FIRST FLOOR ELEVATION GIVEN.

5. THE LIMITS AND DEPTHS OF ANY EXCAVATION INDICATED.

6. EXISTING WATER LINES, VALVES, FIRE HYDRANTS, ETC., WITH SIZES OF MAINS AND LATERALS INDICATED.

7. ALL EXISTING SANITARY SEWER LINES AND MANHOLES, WITH INVERT ELEVATIONS AND PIPE SIZES.

8. ALL STORM SEWERS, INLETS, AND CULVERTS LOCATED AND LABELLED, AND PIPE SIZES, INVERT ELEVATIONS, SIZE OF CULVERTS, ETC., INDICATED.

9. ALL ELECTRICAL AND TELEPHONE POLES, POLE LINES, HIGH TRANSMISSION LINES, RIGHTS OF WAY, ETC., LOCATED.

10. ALL TREES OVER 8" IN DIAMATER LOCATED AND NAMED. HEAVILY WOODED AREAS AND CLEARED AREAS SHOULD BE OUTLINED AND LABELLED AS SUCH.

11. NEAR THE TITLE BLOCK, THE NAME OF THE PROPERTY OWNER, THE ACREAGE, AND THE DATUM USED IN PLOTTING THE TOPOGRAPHY.

12. THE NORTH ARROW, MARKED "MAGNETIC NORTH", OR "TRUE NORTH."

13. TITLE BLOCK, INCLUDING SCALE, DATE, SURVEYOR'S NAME, ETC.

B. SITE REQUIREMENTS.

UTILITY TRAILERS SHALL BE USED ON ALL TRAILER PARKS AS A BASIC POLICY. UTILITY BUILDINGS MAY BE USED, UPON ADMINISTRATIVE APPROVAL, WHERE CIRCUMSTANCES WARRANT.

1. WHEN THE PROJECT CALLS FOR A TRAILER PARK WITHOUT DORMITORY UNITS, AND WITH UTILITIES TO BE FURNISHED IN BUILDINGS, THE FOLLOWING WILL BE REQUIRED:

ONE MANAGEMENT BUILDING CONTAINING OFFICE, GARAGE, SHOP, AND STORAGE SPACE. (SEE S-102).

ONE CENTRAL UTILITY BUILDING PER 60-75 FAMILIES, CONTAINING COMPLETE SANITARY FACILITIES, INCLUDING TOILETS, SHOWERS, AND LAUNDRY. (SEE S-101).

ONE TRAILER SERVICE UNIT PER 10 TRAILERS. (SEE S-104).

2. WHEN THE PROJECT CALLS FOR A TRAILER PARK WITHOUT DORMITORY UNITS, WITH UTILITIES FURNISHED IN TRAILERS, THE FOLLOWING SERVICE BUILDINGS AND UTILITY TRAILERS WILL BE REQUIRED:

(SEE S-6)

ONE MAINTENANCE BUILDING CONTAINING GARAGE, SHOP, AND STORAGE. (S-103).

ONE EXPANDABLE TRAILER OFFICE. (S-107).

ONE EXPANDABLE LAUNDRY TRAILER PER 100 TRAILERS. (S-108).

ONE EXPANDABLE SHOWER AND TOILET TRAILER PER 35 TRAILERS. (S-109).

ONE TRAILER SERVICE UNIT PER 10 TRAILERS. (S-104).

3. WHEN THE PROJECT CALLS FOR DORMITORIES ONLY, THE FOLLOWING BUILDINGS WILL BE REQUIRED:

NECESSARY NUMBER OF STANDARD DORMITORIES HOUSING 62 PERSONS. (S-100).

ONE MANAGEMENT OFFICE IN THE WING OF ONE DORMITORY. (S-100).

ONE MAINTENANCE BUILDING CONTAINING GARAGE, SHOP, AND STORAGE. (S-103).

4. WHEN THE PROJECT CALLS FOR TRAILERS AND DORMITORIES ON THE SAME SITE, THE ADMINISTRATION OFFICE IS TO BE PROVIDED IN ONE WING OF A DORMITORY.

ONE MAINTENANCE BUILDING CONTAINING GARAGE, SHOP, AND STORAGE, IS REQUIRED, TO SERVE BOTH TRAILERS AND DORMITORIES. (S-5, S-103).

6. WHEREVER PRACTICAL, FIRE-RESISTANT MATERIALS SHOULD BE USED. THIS IS OF ESPECIAL IMPORTANCE WITH REFERENCE TO ROOFS.

"FOR DEFENSE HOUSING PROJECTS LOCATED IN AREAS OTHER THAN THE FRONTIER ZONES DESIGNATED BY THE WAR DEPARTMENT, PARAGRAPHS 1 AND 3 ABOVE SHOULD BE OBSERVED."

B. SITE INVESTIGATION.

THE COMMITTEE FOR THE SELECTION OF SITES SHALL BE MADE UP OF ONE REPRESENTATIVE OF THE REGIONAL DIRECTOR'S OFFICE AND ONE REPRESENTATIVE OF THE TECHNICAL STAFF OF THE DISTRICT ENGINEER'S OFFICE.

THE DEFENSE HOUSING COORDINATOR'S OFFICE SHALL DETERMINE THE NUMBER OF TRAILERS, DORMITORIES, OR DUPLEX SHELTERS. THE AMOUNT OF LAND TO BE ACQUIRED WILL BE BASED ON THE FOLLOWING SCHEDULE:

1. APPROXIMATELY ONE ACRE SHALL BE ALLOWED FOR EVERY 18 TRAILERS.

2. APPROXIMATELY ONE ACRE SHALL BE ALLOWED FOR EACH DORMITORY.

3. APPROXIMATELY ONE ACRE SHALL BE ALLOWED FOR EVERY 8 DUPLEX DEMOUNTABLE SHELTERS.

4. OPEN AREAS. CERTAIN AREAS SHOULD BE RESERVED FOR RECREATIONAL USE, COMMUNITY FACILITIES, ETC. EITHER LOW AREAS, HEAVILY WOODED AREAS, OR AREAS THAT CANNOT BE REACHED BY UTILITY SERVICES, MIGHT APPROPRIATELY BE SET ASIDE FOR THESE PURPOSES. A GUIDE WHICH CAN BE USED FOR SUCH SPACES FOLLOWS:

NO. FAMILY UNITS	MIN. OPEN AREA PER ACRE	DESIRABLE PER ACRE
UP TO 300	1.5	2.5
450	1.75	3
600	2.25	3.5
750	2.5	4.25
900	3	5
1000	3.5	5.5

C. FINAL SITE SELECTION.

AFTER INVESTIGATION HAS BEEN MADE OF VARIOUS SITES FOR A PARTICULAR PROJECT, AND EACH HAS BEEN STUDIED IN RELATION TO GENERAL SITE REQUIREMENTS, THE DISTRICT ENGINEER'S OFFICE SHALL MAKE RECOMMENDATIONS FOR FINAL CHOICE TO THE REGIONAL DIRECTOR'S OFFICE.

D. ACQUISITION OF LAND.

LAND FOR TRAILER PARKS AND DORMITORY SITES SHALL BE ACQUIRED BY LEASE NEGOTIATED BY THE REGIONAL ATTORNEY.

LAND FOR DUPLEX DEMOUNTABLE SHELTERS SHALL ALSO BE ACQUIRED BY LEASE UNLESS AN ADMINISTRATIVE DECISION IN FAVOR OF PURCHASE HAS BEEN REACHED.

DESIGN INSTRUCTIONS FOR SITE AND UTILITY PLANNING ON F.S.A. TEMPORARY HOUSING PROJECTS

PART II

ISSUED BY

OFFICE OF THE CHIEF ENGINEER

FARM SECURITY ADMINISTRATION

UNITED STATES DEPARTMENT OF AGRICULTURE

WASHINGTON, D. C.

ON F.S.A. TEMPORARY HOUSING PROJECTS

PURPOSE: THE PURPOSE OF THIS MEMORANDUM IS TO SET FORTH THE PROCEDURE TO BE OBSERVED IN SELECTING SITES FOR TEMPORARY DEFENSE HOUSING PROJECTS CONSISTING EITHER OF TRAILERS, DORMITORIES, DUPLEX SHELTERS, OR OF COMBINATIONS OF THESE THREE TYPES OF TEMPORARY DEFENSE HOUSING.

A. THE SITE.

EVERY EFFORT SHALL BE MADE TO SATISFY THE REQUIREMENTS NOT ONLY OF EMERGENCY NEEDS, BUT ALSO THOSE OF THE COMMUNITY AS A WHOLE. LOCAL AUTHORITIES SHOULD BE CONSULTED, SO THAT ANY SITE SELECTION WILL NOT INTERFERE WITH THE PATTERN OF CITY GROWTH OR WITH THE CITY ZONING PROGRAM.

FOLLOWING IS A CHECK LIST OF IMPORTANT FACTORS WHICH MUST BE CONSIDERED IN THE SELECTION OF DESIRABLE SITES FOR DEFENSE HOUSING PROJECTS. PROBABLY FEW SITES WILL BE IDEAL FROM ALL POINTS LISTED. HOWEVER, EVERY SITE SHOULD BE CHECKED FOR THESE ITEMS PRIOR TO SELECTION.

1. THE SITE SHALL BE FREE FROM ADVERSE INFLUENCES SUCH AS SWAMPS, MARSHES, INDUSTRIAL PLANTS AND RAILROADS PRODUCING CHRONIC NUISANCES SUCH AS SMOKE, NOISE, FUMES, ODORS, ETC.

2. THE SITE SHALL NOT BE LOCATED IN PROXIMITY TO BODIES OF WATER SUBJECT TO PERIODIC FLOODING.

3. SUBSOIL CONDITIONS, DRAINAGE, TOPOGRAPHY, AND OTHER PHYSICAL FACTORS SHOULD BE CONSIDERED IN SELECTING SITES IN ORDER TO KEEP ENGINEERING COSTS AT A MINIMUM.

4. THE AVAILABILITY OF UTILITY SERVICES, THE COST OF EXTENDING EXISTING LINES, AND THE RATES AT WHICH VARIOUS SERVICES ARE AVAILABLE SHOULD BE CAREFULLY CONSIDERED IN SELECTING A SITE.

5. RELATIONSHIP TO EMPLOYMENT IN DEFENSE ACTIVITIES AND RELATIONSHIP TO PLACES OF EMPLOYMENT AFTER THE EMERGENCY SHOULD BE CONSIDERED.

6. PROVISION SHOULD BE MADE TO ASSURE ADEQUATE FREE SCHOOL FACILITIES.

7. ADEQUATE MUNICIPAL SERVICES SHOULD BE AVAILABLE AND AGREEMENTS WORKED OUT WITH LOCAL GOVERNMENTAL UNITS FOR THESE SERVICES. SUCH SERVICES INCLUDE POLICE AND FIRE PROTECTION, HEALTH AND WELFARE SERVICES, REFUSE REMOVAL, STORM AND SANITARY SEWERS, ETC.

8. PROVISION SHALL BE MADE TO ASSURE AN ADEQUATE SUPPLY OF GOOD WATER FOR DRINKING, HOUSEHOLD USE, AND FIRE PROTECTION.

9. INVESTIGATION SHALL BE MADE OF EXISTING RECREATION FACILITIES AND THE ADEQUACY OF SUCH FACILITIES.

10. STUDY SHOULD BE MADE OF THE AVAILABILITY OF ADEQUATE INEXPENSIVE TRANSPORTATION FACILITIES TO PLACE OF EMPLOYMENT AND PROVISION FOR EXTENSION IF NECESSARY.

11. CONSIDERATION SHOULD BE GIVEN TO THE RELATIONSHIP TO ADEQUATE SHOPPING FACILITIES.

12. THE SITE SHOULD NOT BE LOCATED WHERE OCCUPANTS OF THE PROJECT WILL BE EXPOSED TO TRAFFIC HAZARDS.

13. REFERENCE SHALL BE MADE TO EXISTING CITY OR COUNTY PLANS IN SELECTING SITES.

14. THE LOCATION OF THE SITE WITH REFERENCE TO MILITARY OBJECTIVES SHALL BE STUDIED, AS SUGGESTED IN THE FOLLOWING INSTRUCTIONS ISSUED BY THE WAR DEPARTMENT:

"THESE CONSIDERATIONS WOULD FACILITATE LATER MEASURES FOR PROTECTION AGAINST BOMBING IF SUCH PROVE NECESSARY. THEY SHOULD NOT BE REGARDED AS FIXED RULES, BUT WHEREVER FEASIBLE SHOULD BE APPLIED IN THE SELECTION OF SITES AND THE DEVELOPMENT OF PLANS FOR DEFENSE HOUSING PROJECTS.

"DEFENSE HOUSING LOCATED IN FRONTIER ZONES DESIGNATED BY THE WAR DEPARTMENT (200 MILES FROM THE COAST LINES AND 250 MILES FROM THE NORTH AND SOUTH BORDERS) SHOULD TAKE INTO ACCOUNT THE FACTORS LISTED BELOW:

1. THE DISTANCE BETWEEN THE NEAREST BOUNDARY OF A HOUSING PROJECT AND THE NEAREST BOUNDARY OF AN IMPORTANT MILITARY OR INDUSTRIAL OBJECTIVE SHOULD BE NO LESS THAN ONE MILE. MILITARY OBJECTIVES INCLUDE AIRPLANE FACTORIES, AIRPORTS, ARMS AND MUNITIONS PLANTS, ARSENALS, CHEMICAL PLANTS, KEY INDUSTRIAL PLANTS, RAIL TERMINALS, NAVY YARDS AND OTHER MILITARY ESTABLISHMENTS.

2. IN SELECTING SITES IT IS WELL (OTHER THINGS BEING EQUAL) TO GIVE PREFERENCE TO LOCATIONS WHERE SUBSURFACE CONDITIONS WOULD BE SUITABLE FOR THE CONSTRUCTION OF DEEP SHELTERS.

3. DECREASE IN PROBABILITY OF DAMAGE BY BOMBING WILL BE OBTAINED BY DISPERSION OF HOUSING. THIS MEANS THAT LARGE CONCENTRATIONS OF HOUSING SHOULD BE AVOICED AND THAT DENSITIES SHOULD BE LOW.

4. SPACE SHOULD BE LEFT IN THE SITE PLAN WHICH MIGHT LATER BE USED FOR THE CONSTRUCTION OF LARGE GROUP BOMB-PROOF SHELTERS IF SUCH PROVE NECESSARY. THIS SPACE CAN BE USED TO ADVANTAGE (BOTH BEFORE AND AFTER INSTALLATION OF SHELTERS) AS PARK OR RECREATIONAL AREA. THE RELATIONSHIP OF THE DWELLING UNITS TO THESE AREAS SHOULD BE SUCH THAT THE DISTANCE FROM ANY DWELLING UNIT TO THE NEAREST SHELTER IS NOT MORE THAN ABOUT 300 TO 600 FEET.

5. IN PREPARING SITE PLANS, CONSIDERATION SHOULD BE GIVEN TO THE PROTECTION OF UTILITY INSTALLATIONS. INSTALLATION OF LOOP SYSTEMS SHOULD BE PROVIDED IN ORDER TO SECURE A MINIMUM OF INTERRUPTIONS IN THE EVENT OF LOCAL DAMAGE. INSOFAR AS PRACTICAL, ALL UNDERGROUND UTILITIES SHOULD BE KEPT CLEAR OF ANY AREAS WHICH MIGHT BE USED FOR FUTURE CONSTRUCTION OF SHELTERS.

5. IN LARGE PROJECTS, EITHER OF TRAILERS, DORMITORIES, DEMOUNTABLE TWO-FAMILY SHELTERS, OR ANY COMBINATION OF THESE, THERE MAY BE REQUIRED RECREATION SPACE, EITHER IN PART OF A DORMITORY BUILDING, OR IN PART OF A SPECIAL ADMINISTRATION BUILDING.

6. WHEN THE PROJECT CALLS FOR TWO-FAMILY SHELTERS, THERE WILL BE REQUIRED ONE MANAGEMENT BUILDING CONTAINING OFFICE, GARAGE, SHOP AND STORAGE. (S-4, S-102).

C. SITE PLANNING.

IN ALL CASES SITE PLANNING LAYOUTS SHOULD FOLLOW THE NATURAL CONTOURS OF THE GROUND AS CLOSELY AS POSSIBLE, SO THAT THE SURFACE DRAINAGE CAN BE ECONOMICALLY HANDLED, AND GRADING COSTS CAN BE KEPT TO A MINIMUM.

ROADS, STREETS, AND PARKING AREAS:

1. IF POSSIBLE, NATURAL CONTOURS SHOULD BE FOLLOWED.

2. ALL ROADS, STREETS, AND PARKING AREAS SHALL HAVE A HARD-SURFACED WEARING COURSE ON SUITABLE GRAVEL OR STONE BASE. WEARING COURSE SHALL BE BITUMINOUS MACADAM, STABILIZED SOIL, OR PLANT-MIXED BITUMINOUS CONCRETE.

3. IN GENERAL, FOR TRAILER PARKS, DORMITORY SITES, AND DUPLEX SITES THAT REQUIRE FEW STREETS, 20' STREETS WITH A 30' RIGHT OF WAY SHOULD BE USED. IN LARGE DEVELOPMENTS WITH ONE OR MORE MAIN ARTERIES, 50' RIGHT OF WAY SHOULD BE USED ON MAJOR STREETS. (S-7, S-8).

4. PARKING AREAS WILL BE BASED ON 100% PARKING FOR DUPLEX SHELTER AND TRAILER OCCUPANCY, AND 50% PARKING FOR DORMITORY OCCUPANCY. IN GENERAL, 10' WIDTH AND 20' DEPTH PER CAR SHOULD BE ALLOWED. EACH TRAILER LOT SHALL HAVE A PAVED PARKING AREA FOR ONE CAR. PARKING SHALL BE IN CENTRAL AREAS FOR DORMITORIES AND DUPLEX SHELTERS. PARKING AREAS SHALL BE PAVED IN THE SAME WAY AS ROADS. (S-7, S-8).

5. RADII FOR RETURNS AT STREET INTERSECTIONS WILL BE 20'. RADII FOR RETURNS WHEN STREETS CONNECT TO MAIN HIGHWAYS WILL BE AT LEAST 25' AND PREFERABLY 35'. (S-8).

6. THE REQUIREMENTS FOR OIL OR COAL DELIVERY WILL DETERMINE THE LOCATION OF ACCESS DRIVES.

SHOPPING FACILITIES:

WHERE NO SHOPS ARE WITHIN REASONABLE DISTANCE OF THE SITE, LAND SHOULD BE MADE AVAILABLE FOR LEASE TO PRIVATE ENTERPRISE FOR SHOPS, RESTAURANTS, AND FOR OTHER BUSINESS PURPOSES.

DENSITY:

JUDGEMENT MUST BE USED IN FOLLOWING THE GUIDE SUGGESTED BELOW. TOPOGRAPHY, UNUSUAL SITE CONDITIONS, PATTERN DENSITY OF THE SURROUNDING NEIGHBORHOOD, THE ECONOMICS OF UTILITY SERVICES, ETC., ALL DESERVE CONSIDERATION.

	GROSS BUILDING DENSITY PER ACRE (MAXIMUM)
DUPLEX SHELTERS	8
TRAILERS	18
DORMITORIES	1

LOT SIZES AND SPACING:

DUPLEX SHELTERS: 50' X 70' ON MAIN THOROUGHFARES; 50' X 60' ON PARKING COURTS. (S-4).

STANDARD TRAILERS: 1000 SQUARE FEET; 25' X 50' PREFERRED. (S-7).

EXPANDABLE TRAILERS: 1500 SQUARE FEET; 30' X 50'. (S-7).

THE DISTANCE BETWEEN THE BACKS AND SIDES OF DUPLEX SHELTERS SHOULD NEVER BE LESS THAN 20'. (S-4).

DISTANCES BETWEEN PARALLEL ROWS OF DORMITORIES SHOULD NEVER BE LESS THAN 50', NOR LESS THAN 35' FOR END-TO-END SPACING. (S-5).

OPEN AREAS:

CERTAIN AREAS SHOULD BE RESERVED FOR RECREATIONAL USE, COMMUNITY FACILITIES, ETC. EITHER LOW AREAS, HEAVILY WOODED AREAS, OR AREAS THAT CANNOT BE REACHED BY UTILITY SERVICES, MIGHT APPROPRIATELY BE SET ASIDE FOR THESE PURPOSES.

A GUIDE WHICH CAN BE USED FOR SUCH SPACES IS AS FOLLOWS:

No. FAMILY UNITS	MIN. OPEN AREA PER ACRE	DESIRABLE PER ACRE
UP TO 300	1.5	2.5
450	1.75	3
600	2.25	3.5
750	2.5	4.25
900	3	5
1000	3.5	5.5

REFUSE AND GARBAGE REMOVAL:

ARRANGEMENTS SHOULD BE MADE WITH THE LOCAL AUTHORITIES. FOR DUPLEX SHELTERS, HOUSE COLLECTIONS AT PERIODIC INTERVALS ARE RECOMMENDED. TRAILER PARKS WILL BE SERVED BY A TRAILER SERVICE UNIT WHICH INCLUDES A REFUSE STATION. DORMITORIES WILL HAVE INDIVIDUAL DORMITORY COLLECTIONS.

TRAILER PARKS:

1. CENTRAL UTILITY BUILDING. WHEN COMPLETE SANITARY AND LAUNDRY FACILITIES ARE FURNISHED BY A CENTRAL UTILITY BUILDING, ALLOW 60 TO 75 TRAILERS PER BUILDING, SO ARRANGED THAT THE FARTHEST TRAILER IS NOT MORE THAN 200' FROM THE UTILITY BUILDING. (S-5).

2. EXPANDABLE SHOWER AND TOILET TRAILERS. ALLOW 35 TRAILERS PER UTILITY TRAILER. (S-109).

3. EXPANDABLE LAUNDRY TRAILERS. ALLOW 100 TRAILERS PER LAUNDRY TRAILER. (S-108).

4. TRAILER SERVICE UNIT. ALLOW 10 TRAILERS PER SERVICE UNIT. (S-104).

5. EXPANDABLE OFFICE TRAILER. ONE PER PARK, TO BE CONNECTED WITH SEWER AND WATER SYSTEMS. (S-107).

WALKS:

TRAILER PARKS, DORMITORY SITES, AND DUPLEX SHELTER SITES ARE TO BE PROVIDED WITH DUCKBOARD WALKS TO ALL TRAILER SERVICES, UTILITY BUILDINGS, AND DORMITORIES. WALKS WILL TERMINATE AT THE ROADS. (S-7).

DUPLEX SHELTER WALKS ARE TO BE 2' IN WIDTH, JOINING A 3' COMMON WALK LEADING TO THE ROAD OR MAJOR WALK. (S-7),(S-4).

LAUNDRY SERVICES:

LAUNDRY DRYING YARDS ARE TO BE PROVIDED ADJACENT TO THE LAUNDRY BUILDINGS. ALLOW 10' OF LINE PER TRAILER. (S-9).

FLAGPOLE AND STREET SIGNS:

1. EVERY PROJECT SHALL HAVE A 30' METAL OR WOOD FLAGPOLE NEAR THE ADMINISTRATION OFFICE. (S-9).

2. ALL STREETS WILL BE CLEARLY IDENTIFIED BY STREET SIGNS CONSTRUCTED ACCORDING TO STANDARDS. THE NAMES OF THE STREETS WILL BE FURNISHED BY THE PROJECT MANAGER. (S-9).

LANDSCAPING:

THE PLANTING PLANS FOR TRAILER PARKS, DUPLEX SHELTERS, AND DORMITORIES, SHOULD BE AS SIMPLE AS POSSIBLE.

1. SHRUBS. NO ATTEMPT SHOULD BE MADE TO PLANT SHRUBS ON INDIVIDUAL TRAILER LOTS; HOWEVER, SHRUB PLANTING IN GROUPS CAN BE USED IN OPEN AREAS, OR AS ACCENT TO ENTRANCE ROADS. SHRUBS OF DEFINITE FORM CAN BE USED ON EITHER SIDE OF DORMITORY ENTRANCES, AND SHRUB GROUPS CAN BE USED TO ACCENT CORNERS OF BUILDINGS, BUT NO ATTEMPT SHOULD BE MADE TO MAKE A CONTINUOUS FOUNDATION PLANTING.

2. HEDGES. HEDGES OF COMMON PRIVET, OR OF EQUALLY HARDY HEDGE PLANTS, CAN BE USED WHERE THE DEFINITION OF AREAS IS NEEDED TO EXPRESS DIFFERENT USES, AROUND PARKING AREAS, AND AS A BARRIER PROTECTING LAWN AREAS.

3. LAWN SEEDING. A SUBSTANTIAL TURF AREA IS DESIRABLE FOR ALL UNPAVED GROUND. THE SPECIFICATIONS FOR SEED MIXTURE WILL VARY ACCORDING TO SOIL AND CLIMATIC CONDITIONS.

4. SOD. BECAUSE OF EXPENSE, SOD SHOULD BE USED ONLY WHERE STEEP BANKS AND EROSION WARRANT IT.

TRAILER BLOCKING:

ALL TRAILERS SHALL BE BLOCKED UP SO THAT THE TIRES CLEAR THE GROUND BY AT LEAST 2". BLOCKING BENTS SHALL BE DESIGNED TO SUPPORT SECURELY THE WEIGHT OF THE TRAILER AND KEEP THE FLOOR LEVEL AND FIRM. SEE S-110 FOR TYPICAL BLOCKING DETAILS.

SEWER AND WATER SYSTEM

General Considerations:

In order to provide proper sanitary facilities for each project certain features must be taken into account in the design of the utilities. These design factors must provide adequate sewage and water facilities. The water system must be capable of furnishing sufficient water during maximum demand periods and maintaining a minimum pressure of 15 lbs. at the fixture for flush valve and showers, and 8 to 10 lbs. for flush tanks and other fixtures. The sewage system must be capable of handling all waste water during periods of maximum water demand, plus whatever infiltration may be expected under the local conditions.

In addition to these design factors the materials to be used must be considered both from the initial cost and maintenance cost. The expected life of the project as well as materials which may be on the critical list play a large part in the selection of materials to be used. Since the projects are defense projects and the construction is of a temporary nature to last during the emergency or until permanent housing is available it would be a waste of money to use materials having a long life period if a premium has to be paid for such materials. In most cases the cost for salvaging materials used in small utility layouts is as much if not more than the material is worth so the use of better materials with the idea of salvage has no value and only increases the initial cost on a temporary defense housing project.

Water System

Design Factors:

The design factor for figuring demands for housing projects should be based on an average demand of 30 gallons per capita with the maximum demand of 2-1/2 times the average demand. The design factor for figuring demands for trailer parks should be based on the fixture demand. Table No. 1 gives the fixture unit rating for estimating water demand. Each fixture should be multiplied by the fixture unit rating and the demand in gallons per minute can be taken off of Table No. 2.

It is necessary to know the working pressure on the main line from which the projects feed in order to determine the working pressure at the fixtures during the periods of maximum demand. Table No. 3 gives the friction loss for various sizes of pipe at different flows. From this table the size of branch lines and main lines can be determined. The size of lines selected should provide the desired pressure at the fixtures during the period of maximum demand.

Materials and Appurtenances:

Standard black steel pipe should be used for water systems unless soil conditions or chemical characteristics of the water make its use impractical. In such cases, other materials, such as cast iron or transite pipe, should be used. The list of critical materials may more or less dictate the use of non-ferrous materials, in such event the cheapest satisfactory materials should be used.

Valve and valve boxes should be so located as to permit repairs on sections of the system with the smallest amount of interruption to the system. Fire hydrants should be omitted from all trailer parks as they are not a necessity for these mobile units. In cold climates the water services to all expandable trailers must be insulated against freezing. All water lines should have the maximum cover needed to prevent freezing.

SEWER SYSTEM

DESIGN FACTORS:

IT IS DESIRABLE WHEN CONSTRUCTING SEWER LINES THAT THEY BE LAID ON THE GRADE WHICH WILL PROVIDE A VELOCITY OF 2 FEET PER SECOND. HOWEVER, THE TOPOGRAPHY AND COST DOES NOT ALWAYS PERMIT THESE DESIRABLE CONDITIONS.

TABLE NO. 4 GIVES THE MINIMUM GRADE WHICH WILL PRODUCE TWO FEET PER SECOND VELOCITY FOR VARIOUS SIZES OF PIPE. IT IS PERMISSIBLE IF CONDITIONS SO WARRANT TO VARY THESE GRADES OR TO REDUCE THEM ABOUT 25% AND STILL OBTAIN SATISFACTORY RESULTS PROVIDED THERE IS SUFFICIENT FLOW IN THE SEWER LINES.

TABLES GIVING THE DISCHARGE OF VARIOUS PIPE SIZES ON DIFFERENT GRADES ARE READILY AVAILABLE IN ANY STANDARD TEXT-BOOK ON SEWAGE PRACTICE. SUCH TABLES SHOULD BE USED TO DETERMINE PIPE LINE CAPACITIES.

MATERIALS AND APPURTENANCES:

SEWER SYSTEMS SHOULD BE LAID OUT IN ACCORDANCE WITH AMERICAN SEWAGE PRACTICE. MANHOLES SHOULD BE USED WHENEVER A CHANGE OF DIRECTION IS NECESSARY IN THE SEWER LINE (SEE S-203 FOR TYPICAL MANHOLE DETAILS). CLEANOUTS SHOULD BE PROVIDED AT THE ENDS OF THE LINE AND CAN OFTEN REPLACE A MANHOLE (SEE S-204 FOR TYPICAL CLEANOUT DETAILS). VITRIFIED TILE OR CONCRETE PIPE USING A CEMENT JOINT SHOULD BE USED FOR MATERIALS IN THE SEWER LINE. BRICK MANHOLES WITH MINIMUM WEIGHT CAST IRON COVERS SHOULD BE USED FOR THE MANHOLES. IN COLDER CLIMATES IT IS DESIRABLE THAT THE SEWER LINE FROM THE EXPANDABLE TRAILERS BE INSULATED AGAINST FREEZING.

KITCHEN WASTE

KITCHEN WASTE FROM THE TRAILERS SHOULD DISCHARGE INTO DRY WELLS CONSTRUCTED UNDER THE TRAILER WHERE THE SOIL CONDITIONS WILL PERMIT. IF SOIL CONDITIONS WILL NOT PERMIT THE USE OF DRY WELLS BUCKETS SHOULD THEN BE USED TO COLLECT THE KITCHEN WASTE. THESE BUCKETS WILL HAVE TO BE EMPTIED WHEN FULL IN THE SLOP HOPPERS PROVIDED AT EACH TRAILER SERVICE UNIT (SEE S-204 FOR TYPICAL DRY WELL DETAILS).

TABLE NO. 1

FIXTURE UNIT RATING FOR ESTIMATING WATER SUPPLY DEMANDS

FIXTURE AND TYPE INSTALLATION:	NUMBER OF FIXTURE UNITS:
LAVATORY	
PUBLIC	2
PRIVATE	1
WATER CLOSET FLUSH VALVE	
PUBLIC	10
PRIVATE	6
WATER CLOSET FLUSH TANK	
PUBLIC	5
PRIVATE	3
URINALS	
PEDESTAL URINAL FLUSH VALVE	10
WALL OR STALL-URINAL FLUSH VALVE	5
WALL OR STALL-URINAL FLUSH TANK	3
BATHTUB OR SEPARATE SHOWER HEADS	
PUBLIC	4
PRIVATE	2
BATHROOM GROUP, PRIVATE	
WITH FLUSH VALVE SUPPLY	8
WITH FLUSH TANK SUPPLY	6
SEPARATE SHOWER HEAD	2
KITCHEN SINK	
PUBLIC	4
PRIVATE	2
SERVICE SINK	3
LAUNDRY TRAYS	3

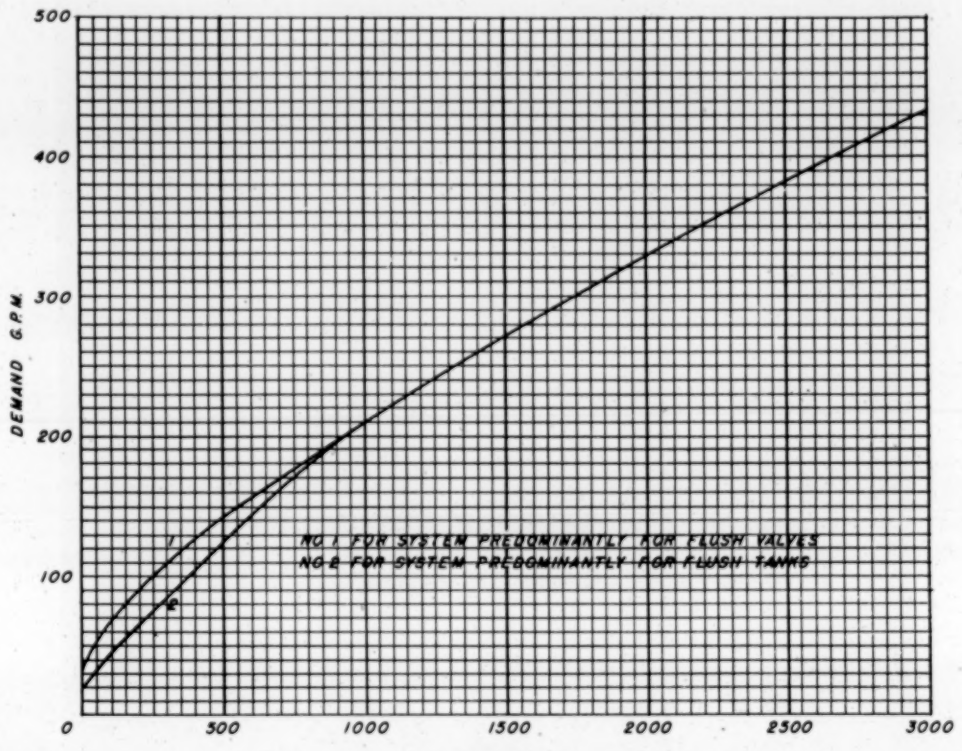

500
400
300
200
100
0
DEMAND G.P.M.
NO 1 FOR SYSTEM PREDOMINANTLY FOR FLUSH VALVES
NO 2 FOR SYSTEM PREDOMINANTLY FOR FLUSH TANKS
500
1000
1500
2000
2500
3000
FIXTURE UNITS

TABLE 2

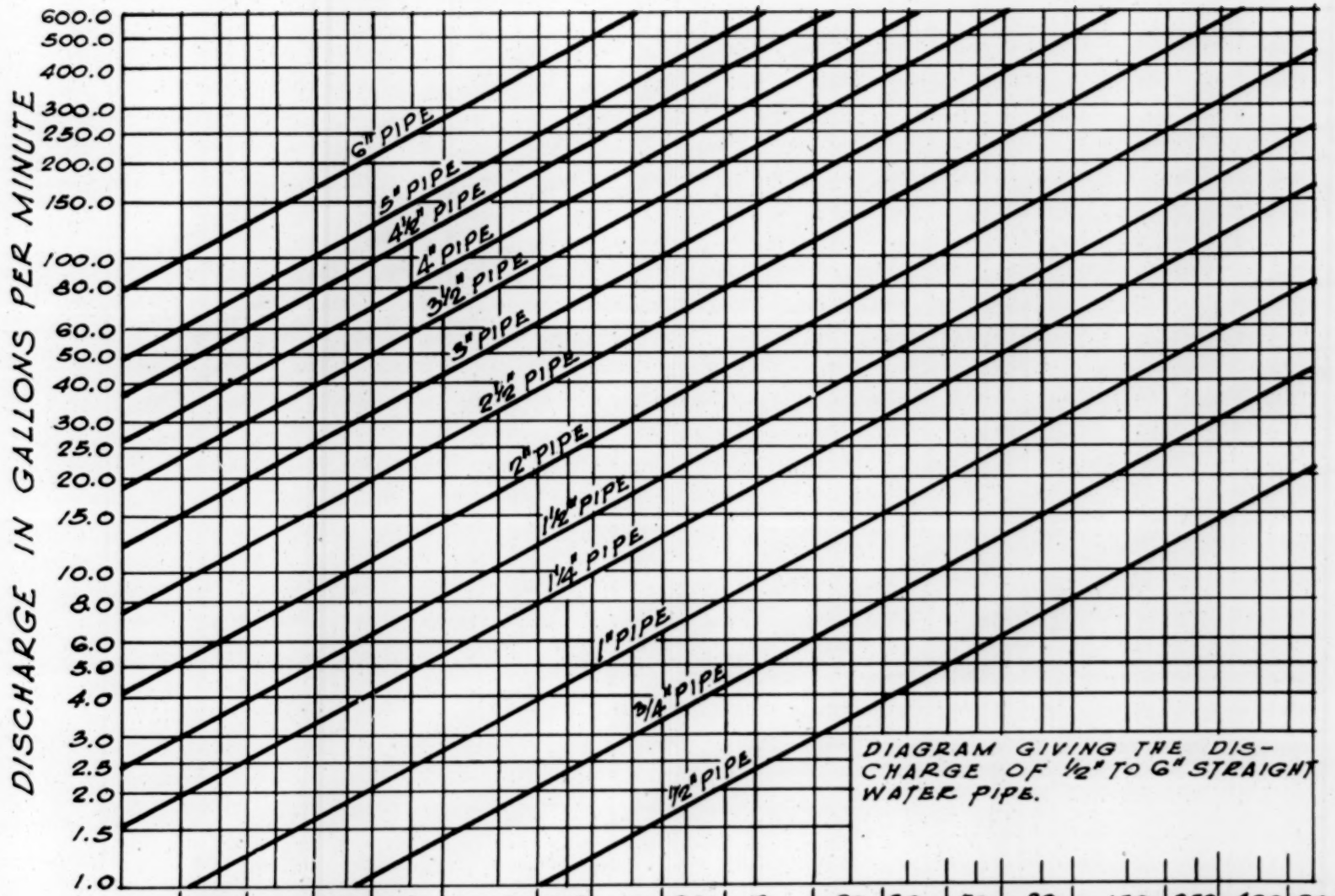

DISCHARGE IN GALLONS PER MINUTE
600.0
500.0
400.0
300.0
250.0
200.0
150.0
100.0
80.0
60.0
50.0
40.0
30.0
25.0
20.0
15.0
10.0
8.0
6.0
5.0
4.0
3.0
2.5
2.0
1.5
1.0
6" PIPE
5" PIPE
4½" PIPE
4" PIPE
3½" PIPE
3" PIPE
2½" PIPE
2" PIPE
1½" PIPE
1¼" PIPE
1" PIPE
¾" PIPE
½" PIPE
DIAGRAM GIVING THE DISCHARGE OF ½" TO 6" STRAIGHT WATER PIPE.
0.10 0.20 0.30 0.50 0.80 1.5 2.5 4.0 6.0 10 20 30 50 80 150 250 400 600
0.15 0.25 0.40 0.60 1.0 2.0 3.0 5.0 8.0 15 25 40 60 100 200 300 500
LOSS OF HEAD IN FEET PER 100 FEET OF PIPE

TABLE #3

TABLE IV

MINIMUM GRADES IN SEPARATE SEWERS FOR 2 FT. VELOCITIES

DIAMETER, INCHES:	MINIMUM SLOPE IN PER CENT:
4	1.2
6	.6
8	.4
10	.29
12	.22
15	.15
18	.12
20	.10
24	.08

STANDARDS FOR ELECTRICAL DISTRIBUTION SYSTEM (TEMPORARY PROJECTS)

GENERAL CONSIDERATIONS:

IN ORDER TO PROVIDE AN ELECTRICAL DISTRIBUTION SYSTEM THAT CAN BE CONSTRUCTED READILY AND AT THE SAME TIME PERMIT THE SALVAGE OF MOST OF THE MATERIAL WHEN THE CAMP IS TO BE MOVED OR ABANDONED WE RECOMMEND AN OVER-HEAD SYSTEM. THE SYSTEM FOR TRAILER CAMPS SHOULD BE DESIGNED SO THAT THE VOLTAGE DROP IN THE CONDUCTORS SHOULD NOT EXCEED 10 VOLTS AT 120 VOLTS AT THE EXTREME END WHEN 50% OF THE TRAILERS ON ANY LOW VOLTAGE (120/240 VOLT) CIRCUIT HAVE A LOAD OF 200 WATTS EACH. FOR DORMITORIES AND DEMOUNTABLE DUPLEX HOUSES THE VOLTAGE DROP SHOULD NOT EXCEED 10 VOLTS AT 120 VOLTS WHEN 40% OF THE HOUSES HAVE A LOAD OF 300 WATTS PER HOUSE WITHOUT ELECTRIC COOKERY, 1500 WATTS PER HOUSE WITH ELECTRIC COOKERY AND 10 VOLTS DROP AT 120 VOLTS WHEN 75% OF THE DORMITORIES HAVE A LOAD OF 3000 WATTS EACH.

THERE ARE TWO METHODS OF ATTAINING THE AFOREMENTIONED RESULTS, NAMELY, THE USE OF LARGE COPPER CONDUCTORS AND LONG LOW VOLTAGE CIRCUITS OR SMALL COPPER CONDUCTORS AND PRIMARY (HIGH) VOLTAGE CIRCUITS WITH TRANSFORMERS AND A MINIMUM OF SECONDARY (LOW) VOLTAGE CIRCUITS. DUE TO THE SCARCITY OF COPPER THE LATTER METHOD SHOULD BE USED.

IN SIZING TRANSFORMERS, THE FOLLOWING DEMANDS SHOULD BE USED:

UNIT:	KW'S:
LAUNDRY TRAILER	1.5 KW
SHOWER AND TOILET TRAILER	0.75 KW
TRAILERS	0.2 KW
UTILITY BUILDING	2.0 KW
DORMITORIES	3.0 KW
DUPLEX HOUSE	1.5 KW EACH SIDE (ELECTRIC COOKERY AND/OR ELECTRIC WATER HEATING)
" "	0.25 KW EACH SIDE (NO ELECTRIC COOKERY)
CONVERTED HOUSE	1.5 KW (ELECTRIC COOKERY AND/OR WATER HEATING)
" "	0.30 K W (NO ELECTRIC COOKERY)

IT MAY BE POSSIBLE DEPENDING ON THE SITE LAYOUT TO DECREASE THESE VALUES DEPENDING ON THE NUMBER OF UNITS TO BE SERVED BY EACH TRANSFORMER. THIS DIVERSITY FACTOR VARIES SOMEWHAT IN DIFFERENT LOCALITIES SO THAT IT WILL BE IMPOSSIBLE TO SET DOWN DEFINITE VALUES IN THIS MANUAL.

S-201 SHOWS A LARGE SCALE DRAWING OF THE TRAILER SERVICE CIRCUIT. IF THE CONDUCTORS OF THIS CIRCUIT ARE LARGER THAN #12 IT WILL BE NECESSARY TO REMOVE THE INSULATION WHERE THE WIRES PASS THROUGH THE SOCKETS. EACH SOCKET MUST BE EQUIPPED WITH AN ATTACHMENT PLUG BODY WITH PARALLEL SLOTS INTO WHICH THE TRAILER EXTENSION CORD SHOULD BE PLUGGED.

S-202 INDICATES A TYPICAL TRAILER DROP CONNECTION. INSULATORS TO SUPPORT THE SERVICE DROP ARE PROVIDED ON THE TRAILER AS WELL AS AN OUTLET INTO WHICH THE CORD MAY BE PLUGGED. ALL TRAILERS ARE PROVIDED WITH A FUSED SERVICE SWITCH SO THAT NO OTHER FORM OF CIRCUIT PROTECTION NEED BE PROVIDED.

DUPLEX AND CONVERTIBLE HOUSING

FOR DUPLEX SHELTERS OR CONVERTIBLE SINGLE FAMILY HOMES THE ELECTRICAL DISTRIBUTION SYSTEM SHOULD BE RUN IN THE REAR OF THE HOUSES SO THAT SERVICE DROPS CAN BE RUN TO THE CENTER OF THE BUILDING IN THE REAR. WHERE NECESSARY IN ORDER TO SECURE CLEARANCES FROM THE GROUND AS REQUIRED BY APPLICABLE CODES (MINIMUM 10'-0") THE SERVICE DROP SHALL BE CONNECTED TO THE PEAK OF THE GABLE END AND RUN FROM THIS POINT ALONG THE VERGE BOARD AND FACIA TO THE REAR OF THE BUILDING OPPOSITE THE POINT OF SERVICE EQUIPMENT ON THE DIVIDING PARTITION OF THE UNITS. IF THE DISTRIBUTION SYSTEM IS BEING CONSTRUCTED BY THE PUBLIC UTILITY COMPANY THE SERVICE ENTRANCE CONDUCTORS, PREFERABLY SERVICE ENTRANCE CABLE (UNDERWRITERS TYPE SE), SHALL BE RUN TO THE POINT ON THE BUILDING DIRECTED BY THE PUBLIC UTILITY COMPANY. IF METERS ARE TO BE INSTALLED MAKE PROVISIONS FOR THEIR INSTALLATION.

DORMITORIES

FOR DORMITORIES THE LAYOUT OF THE SITE WILL DICTATE THE POINT OF SERVICE ATTACHMENT AND SERVICE ENTRANCE CONDUCTORS MUST EXTEND FROM THE SERVICE EQUIPMENT IN THE BUILDING TO THE EXTERIOR AND THEN TO THE REQUIRED POINT OF ATTACHMENT.

STREET LIGHTS

STREET LIGHTS SHOULD BE PLACED NEAR EACH SHOWER AND TOILET TRAILER, AT ROAD INTERSECTIONS AND AT OTHER LOCATIONS AS REQUIRED TO PROVIDE ILLUMINATION THROUGHOUT THE PROJECT. STREET LIGHTS SHOULD BE CONTROLLED EITHER AT THE POLE ON WHICH THEY ARE HUNG OR AT TWO OR THREE READILY ACCESSIBLE LOCATIONS. IN ORDER TO MAKE IT POSSIBLE TO READILY "BLACKOUT" THE PROJECT THE LATTER METHOD SHOULD BE FOLLOWED EVEN THOUGH IT MAY BE MORE COSTLY. THE PROJECT MANAGEMENT SHOULD MAKE ARRANGEMENTS TO HAVE ALL LIGHTS BLACKED OUT WHEN NECESSARY. THIS CAN BE ACCOMPLISHED BY HAVING A DESIGNATED PERSON LIVING NEAR THE CONTROL SWITCH RESPONSIBLE FOR TURNING THE LIGHTS OUT WHEN AN AIR RAID ALARM IS SOUNDED. IN GENERAL MAIN SWITCHES CONTROLLING THE ENTIRE PROJECT ARE NOT ADVISABLE UNLESS ENERGY IS SECURED AT SECONDARY (120/240 VOLTS) AND UNLESS AN EXPERIENCED OPERATING ELECTRICAL MAN IS AVAILABLE SINCE THE OPENING OF HIGH VOLTAGE SWITCHES MAY PROVE HAZARDOUS TO INEXPERIENCED PERSONNEL. FURTHERMORE, EQUIPMENT OF THIS TYPE IS NOT READILY AVAILABLE AT THIS TIME.

STANDARD DRAWINGS

S-1 TO S-99	SITE PLANNING
S-100 TO S-199	ARCHITECTURAL
S-200 TO S-299	UTILITIES

S-1	SYMBOLS
S-2	SYMBOLS
S-3	SYMBOLS
S-4	TYPICAL DUPLEX SHELTER LAYOUT
S-5	COMBINATION DORMITORY AND TRAILER PARK WITH UTILITY BUILDINGS
S-6	TYPICAL TRAILER PARK LAYOUT WITH EXPANDABLE UTILITY TRAILERS
S-7	ROAD AND BOARDWALK DETAILS; TRAILER PARKING DETAILS
S-8	TYPICAL PARKING LAYOUTS AND ROAD INTERSECTIONS
S-9	FLAGPOLE, STREET SIGN, AND CLOTHESLINE POST DETAILS
S-100	DORMITORY BUILDING, TYPE A
S-101	UTILITY BUILDING, TYPE A
S-102	MANAGEMENT BUILDING, TYPE A
S-103	MAINTENANCE BUILDING, TYPE A
S-104	TRAILER SERVICE UNIT, TYPE A
S-105	DUPLEX SHELTER (DEMOUNTABLE), TYPE A
S-106	DUPLEX SHELTER CONVERTED TO SINGLE HOUSE, TYPE A
S-107	EXPANDABLE OFFICE TRAILER
S-108	EXPANDABLE LAUNDRY TRAILER
S-109	EXPANDABLE TOILET TRAILER
S-110	TRAILER BLOCKING DETAILS
S-201	DETAIL OF TRAILER SERVICE CIRCUIT
S-202	TYPICAL TRAILER DROP CONNECTION
S-203	MANHOLE DETAILS
S-204	CLEANOUT AND DRY WELL DETAILS

NOTE: DETAIL WORKING DRAWINGS AND SPECIFICATIONS FOR ALL STRUCTURES ILLUSTRATED ON PLATES S-100 TO S-106, BOTH INCLUSIVE, ARE AVAILABLE UPON APPLICATION TO THE DISTRICT ENGINEER.

PLANTING



EXISTING TREES



PROPOSED TREES



TREES TO BE MOVED



TREES AS MOVED



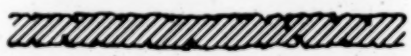
TREES TO BE CUT



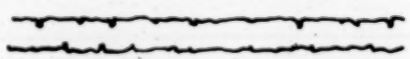
MASS TREE LINE – EXISTING



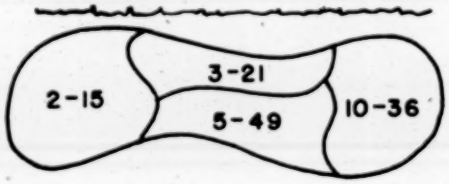
MASS TREE LINE – PROPOSED



HEDGE – EXISTING



HEDGE – PROPOSED



SPECIFIC PLANTING BED
FIRST NUMBER – KEY
SECOND " – QUANTITY

SYMBOLS

U.S.D.A. F.S.A.	DESIGN STANDARDS TEMPORARY HOUSING PROJECTS	S-1

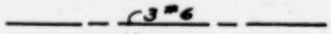
BOUNDARIES & STRUCTURES

	BOUNDARY OR PROPERTY LINE
	SURVEY BASE LINE
	RIGHT-OF-WAY LINE
	ROAD OR STREET LINE
	CENTER LINE
	LOT LINE
3	EXISTING CONTOUR LINE
2	PROPOSED CONTOUR LINE
HOUSE	BUILDING OR STRUCTURE -(LABEL)
T.S.	TRAILER SERVICE UNIT
T-T	EXPANDABLE SHOWER & TOILET TRAILER
L	EXPANDABLE LAUNDRY TRAILER
123	LOT NUMBER
156 X	LOT NUMBER - EXPANDABLE TRAILER
	FLAGPOLE - (LABEL)
	BOARDWALK

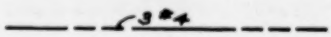
SYMBOLS

U.S.D.A. F.S.A.	DESIGN STANDARDS TEMPORARY HOUSING PROJECTS	S-2

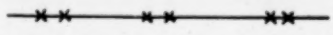
ELECTRICAL

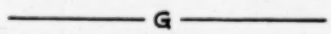


PRIMARY CONDUCTOR - SIZE



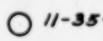
SECONDARY CONDUCTOR - SIZE


SECONDARY TRAILER SERVICE CONDUCTOR
X - RECEPTACLE LOCATION



HEAD GUY


EXISTING POWER POLE



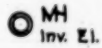
NEW POLE - NUMBER - LENGTH - CLASS


POLE WITH STREET LIGHT & SWITCH

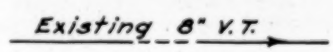

GUY & ANCHOR


TRANSFORMER - LABEL SIZE & PHASE

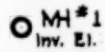
SEWER & WATER



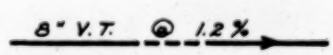
EXISTING MANHOLE - INVERT ELEVATION



EXISTING SANITARY SEWER LINE
SIZE - DIRECTION OF FLOW



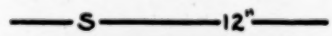
MANHOLE - NUMBER - INVERT ELEVATION



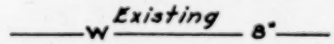
SANITARY SEWER LINE - SIZE -
MATERIAL - GRADE - DIRECTION OF FLOW



CLEANOUT



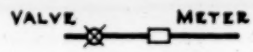
STORM SEWER LINE



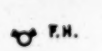
EXISTING WATER LINE



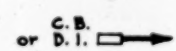
WATER LINE



VALVE & METER - SIZE



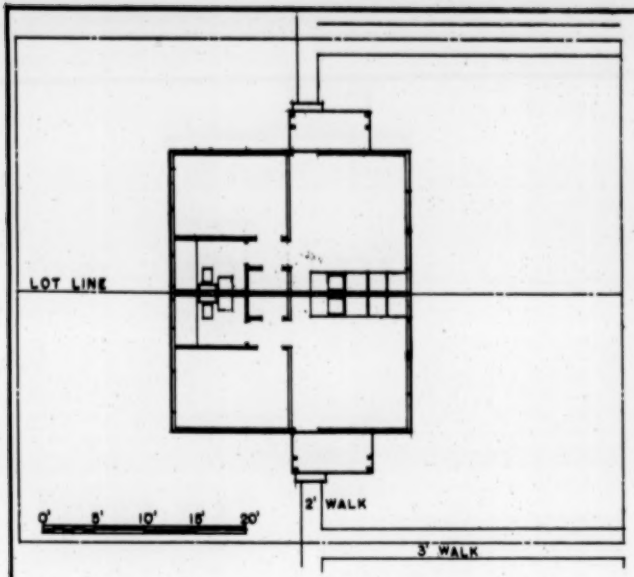
FIRE HYDRANT

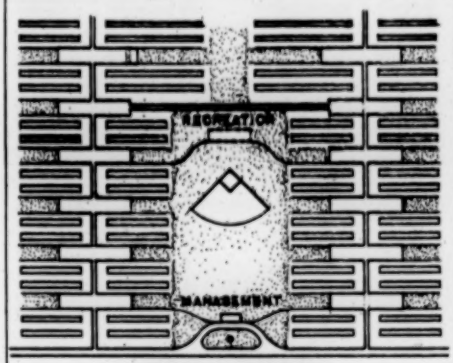


CATCH BASIN OR DRAIN INLET

SYMBOLS

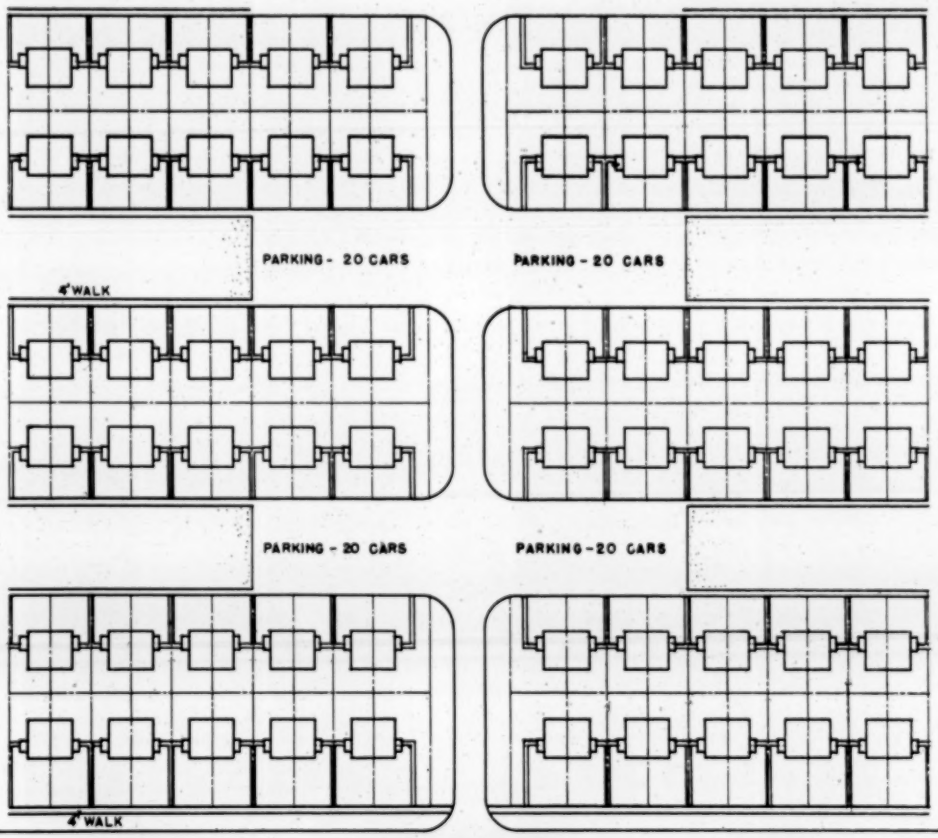
U.S.D.A. F.S.A.	DESIGN STANDARDS TEMPORARY HOUSING PROJECTS	S-3



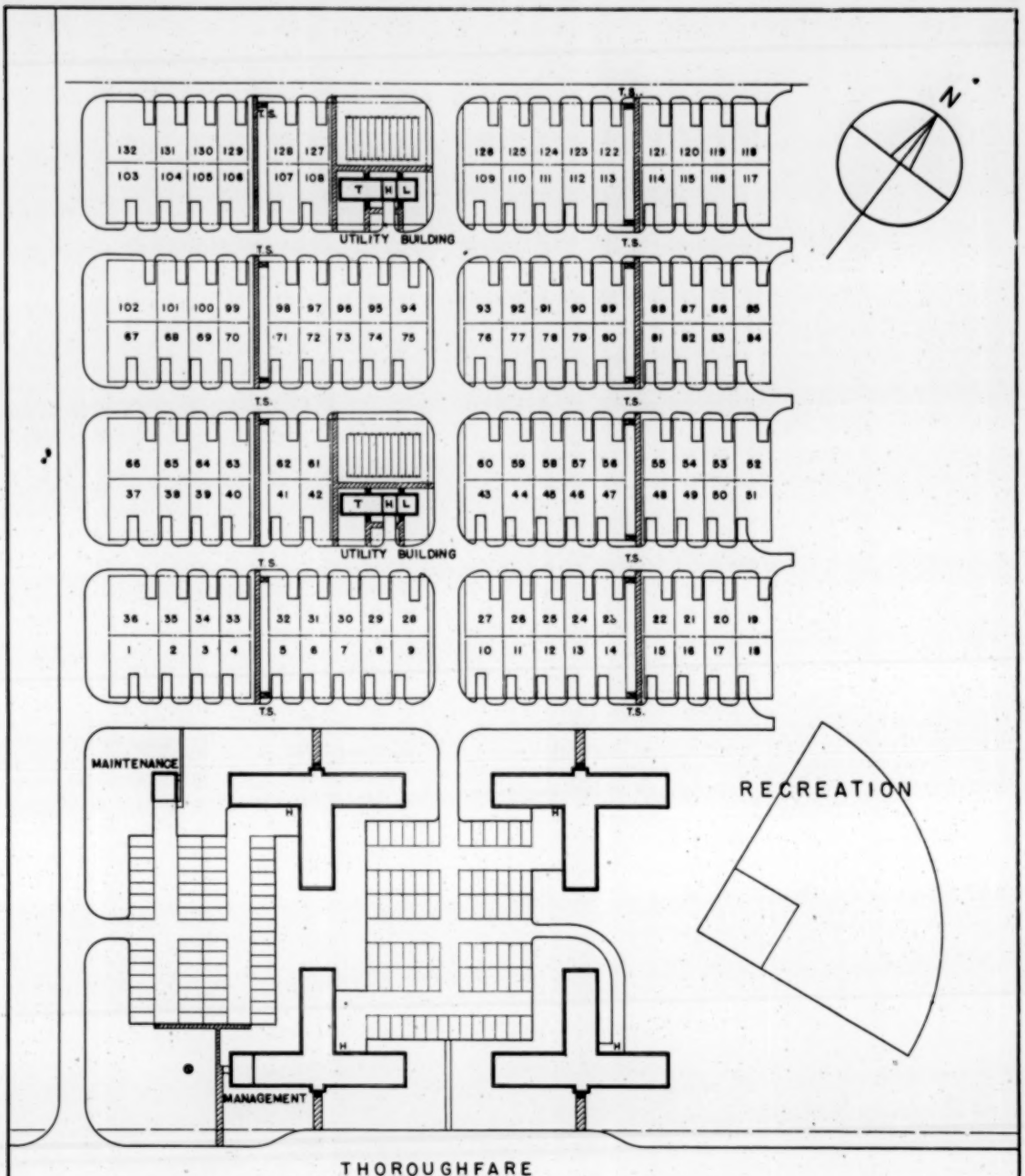


KEY PLAN
500' FAMILY SITE
0' 500'

TYPICAL DUPLEX SHELTER LAYOUT



U.S. D. A. F. S. A.	DESIGN STANDARDS TEMPORARY HOUSING PROJECTS	S - 4



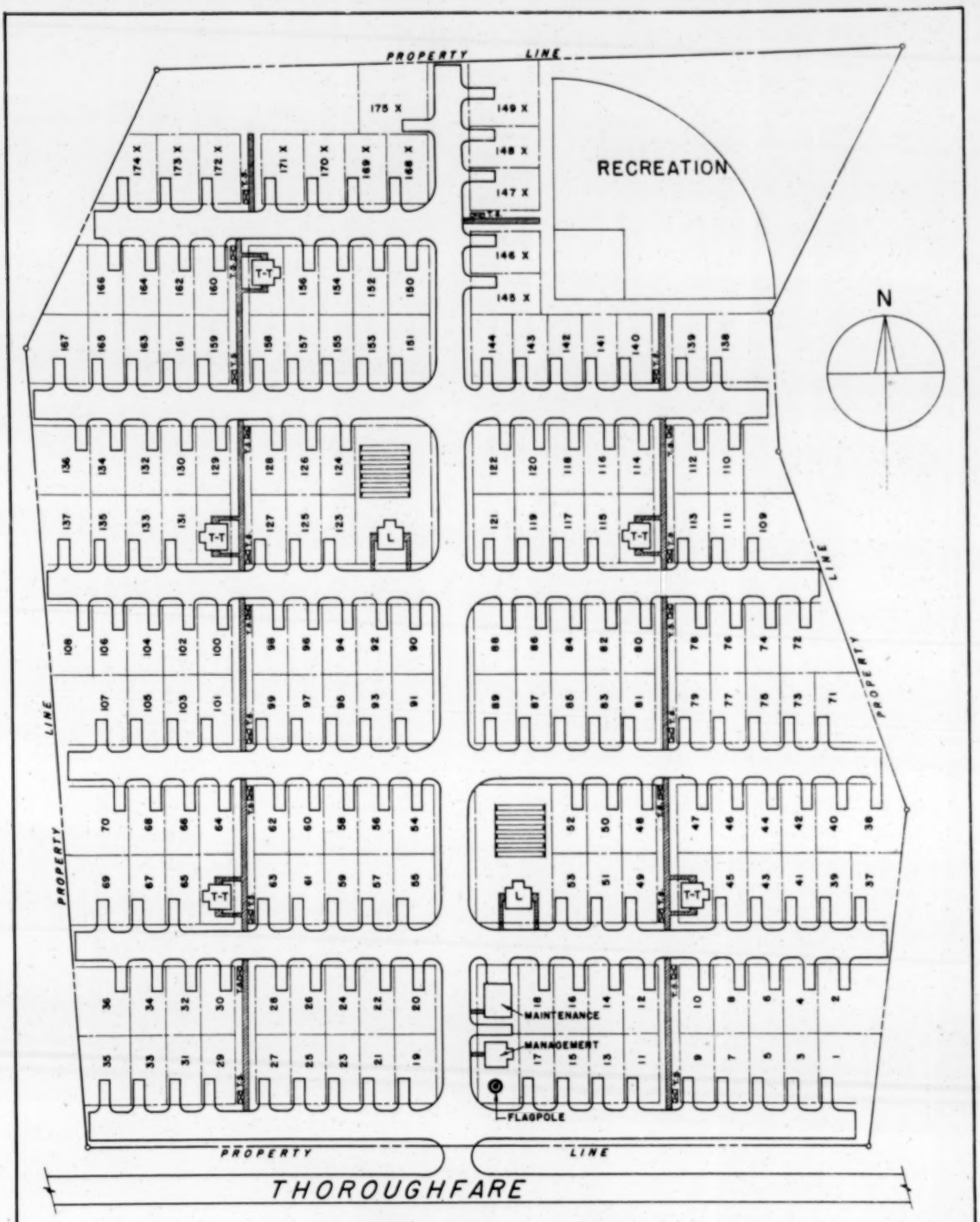
DORMITORIES AND TRAILER PARK

WITH UTILITY BUILDINGS

0 20 40 60 120 180 240 300

SCALE IN FEET

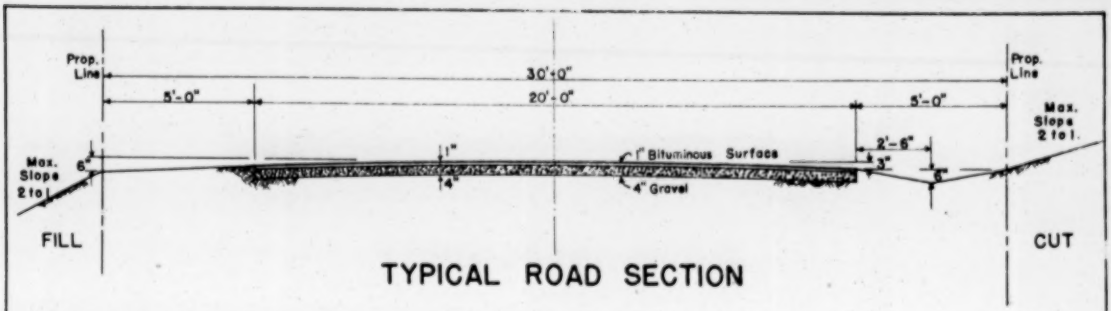
U.S.D.A. F.S.A.	DESIGN STANDARDS TEMPORARY HOUSING PROJECTS	S-5



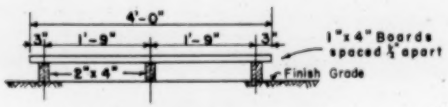
TRAILER PARK
WITH EXPANDABLE UTILITY TRAILERS

0' 50' 100'

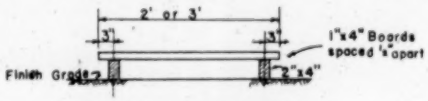
U.S.D.A. F.S.A.	DESIGN STANDARDS TEMPORARY HOUSING PROJECTS	S-6



TYPICAL ROAD SECTION



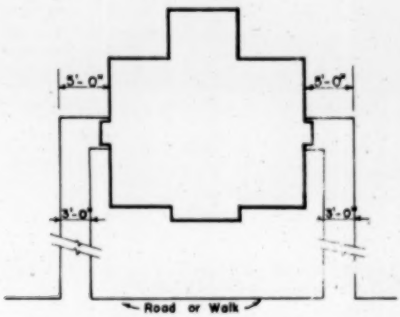
4' BOARDWALK



2' & 3' BOARDWALK

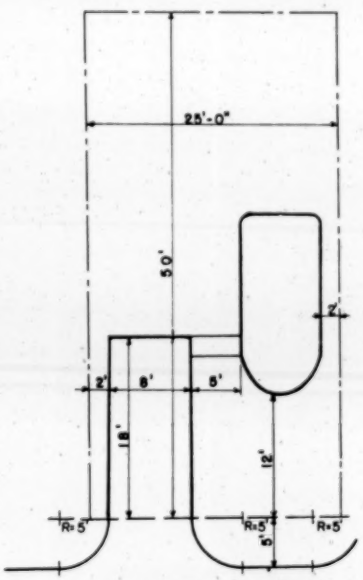
TYPICAL BOARDWALK DETAILS

Note: All lumber used in walks to be unfinished

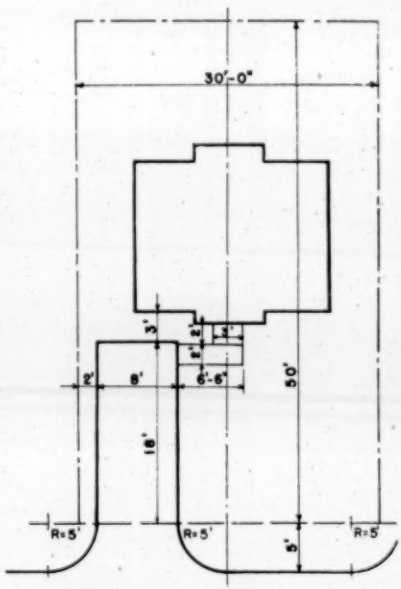


EXPANDABLE UTILITY TRAILER

WALK DETAIL



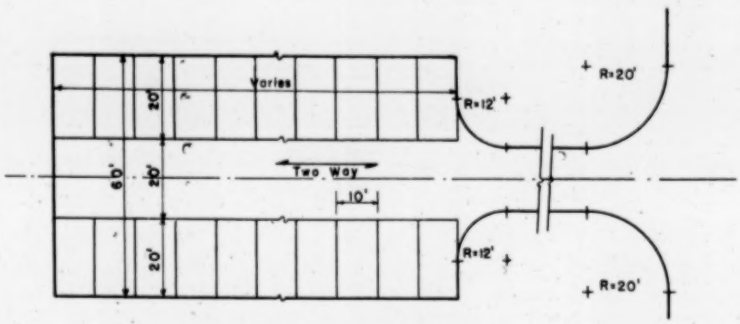
STANDARD TRAILER



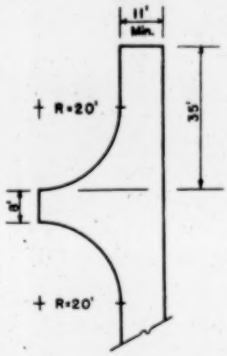
EXPANDABLE FAMILY TRAILER

PARKING & WALK DETAILS

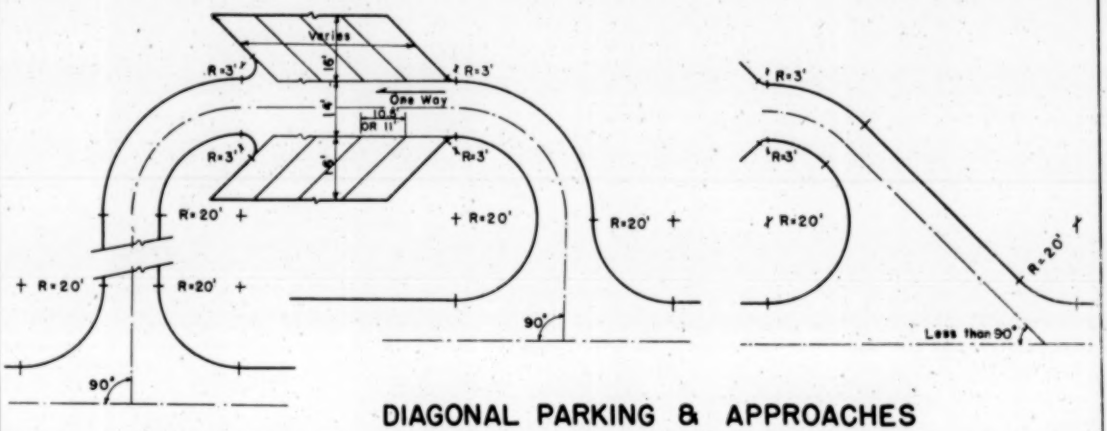
U.S.D.A. F.S.A.	DESIGN STANDARDS TEMPORARY HOUSING PROJECTS	S-7



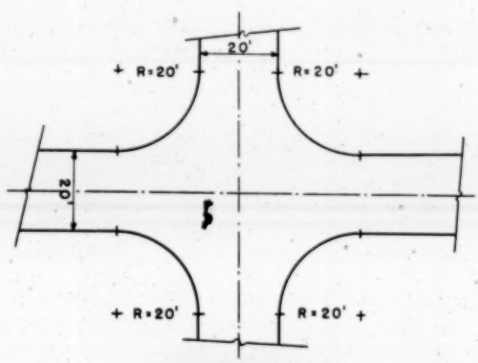
PERPENDICULAR PARKING



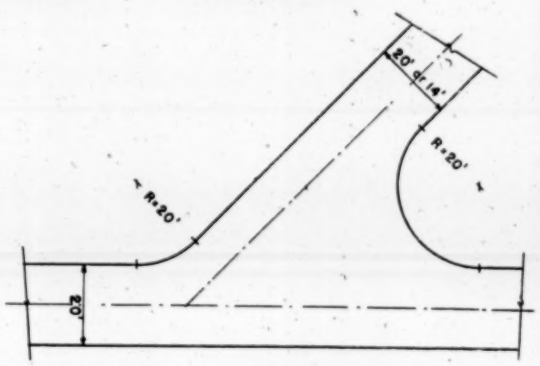
"Y" TURN



DIAGONAL PARKING & APPROACHES



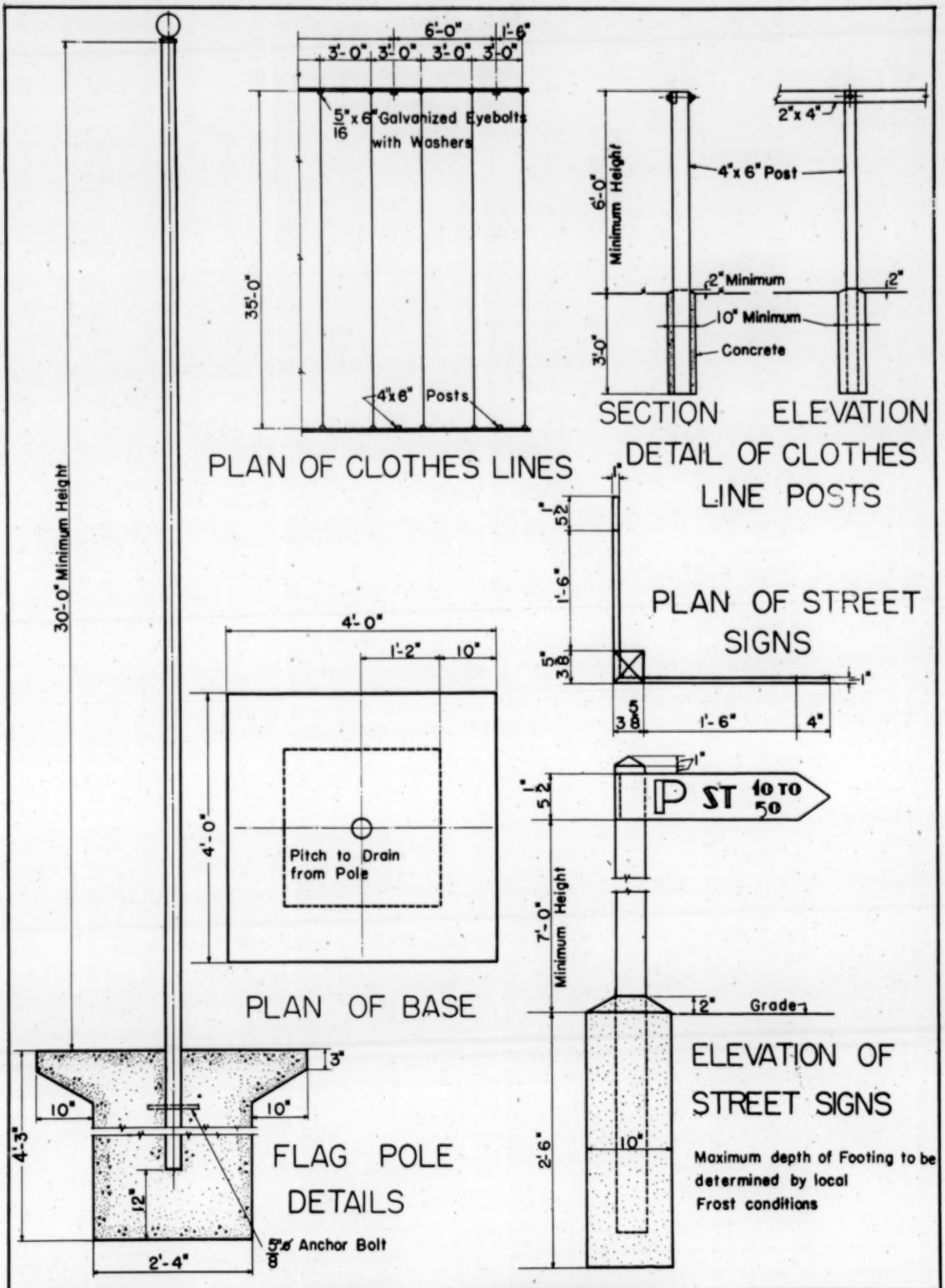
PERPENDICULAR



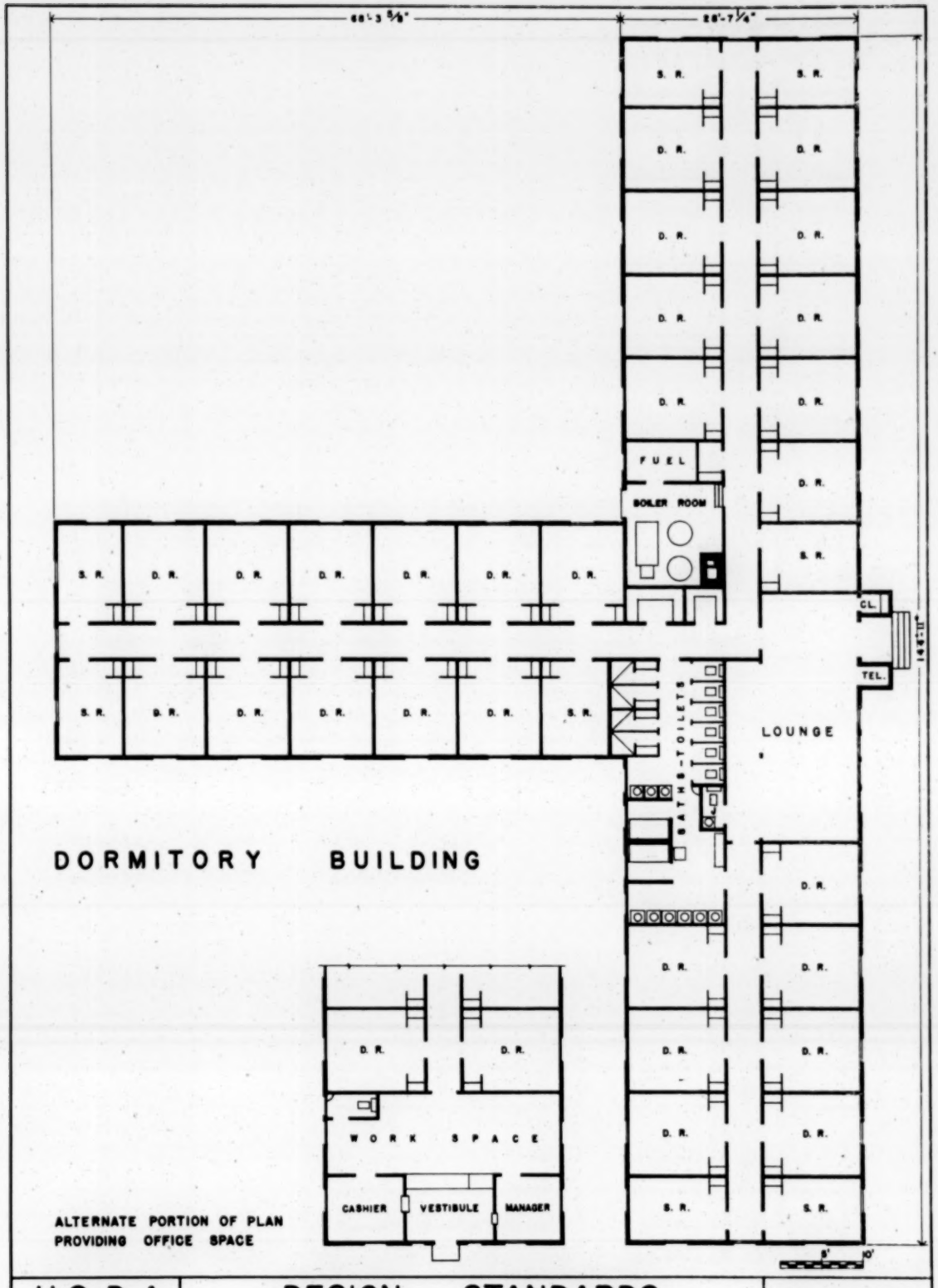
DIAGONAL

20' ROAD INTERSECTIONS

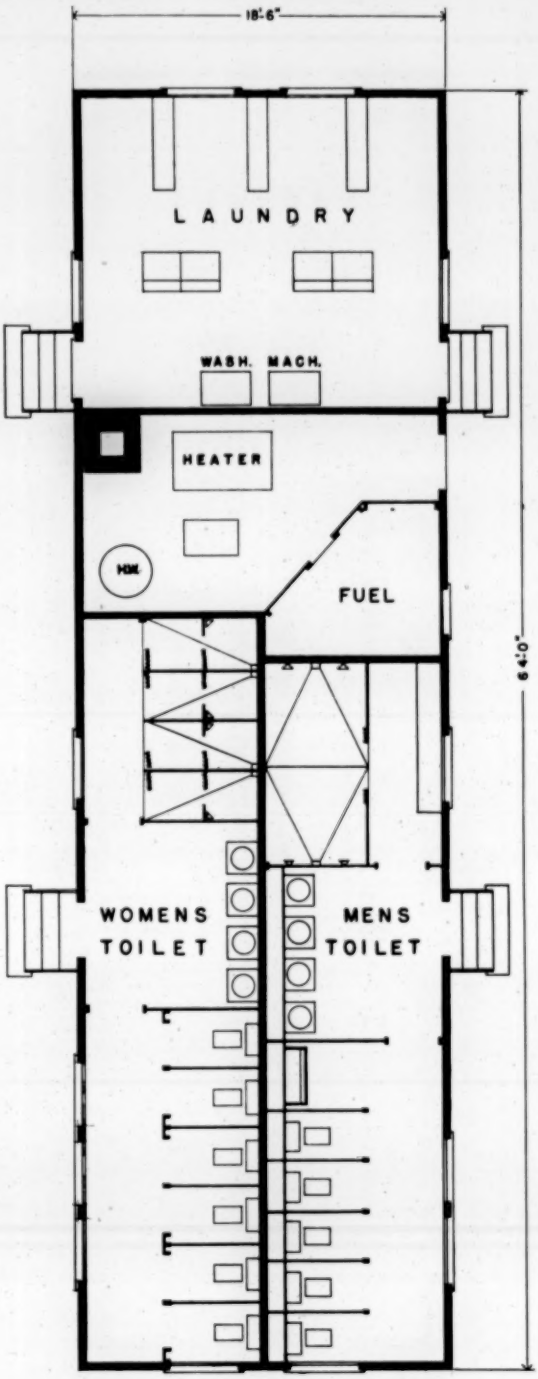
U.S.D.A. F.S.A.	DESIGN STANDARDS TEMPORARY HOUSING PROJECTS	S-8



U.S.D.A. F.S.A.	DESIGN STANDARDS TEMPORARY HOUSING PROJECTS	S-9



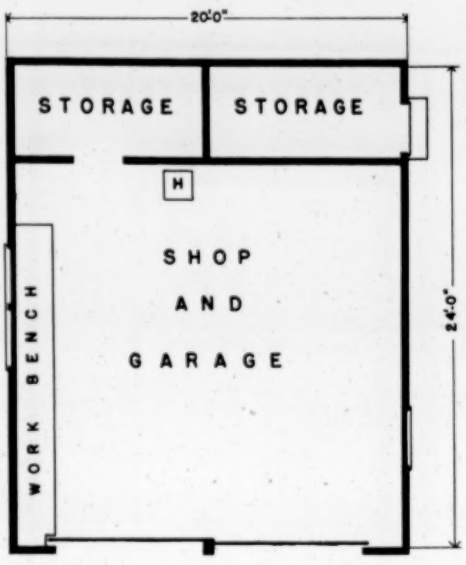
U. S. D. A. F. S. A.	DESIGN STANDARDS TEMPORARY HOUSING PROJECTS	S-100



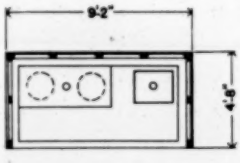
UTILITY BUILDING TYPE "A"

1' 2' 3' 4' 5' 6' 7' 8' 9' 10'

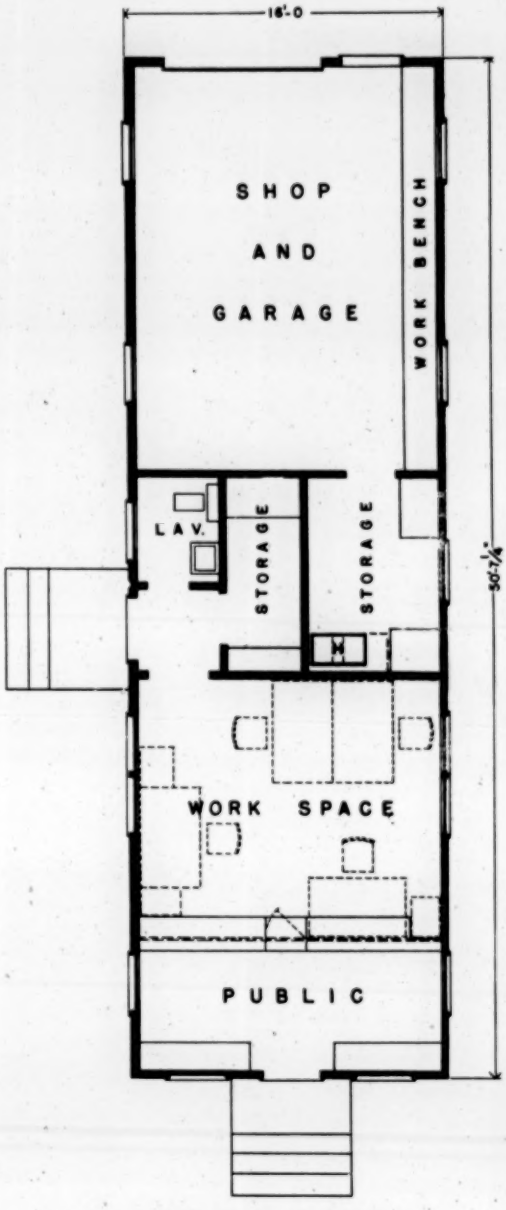
U.S.D.A. F.S.A.	DESIGN STANDARDS TEMPORARY HOUSING PROJECTS	S-101



MAINTENANCE BUILDING
TYPE "A" S-103



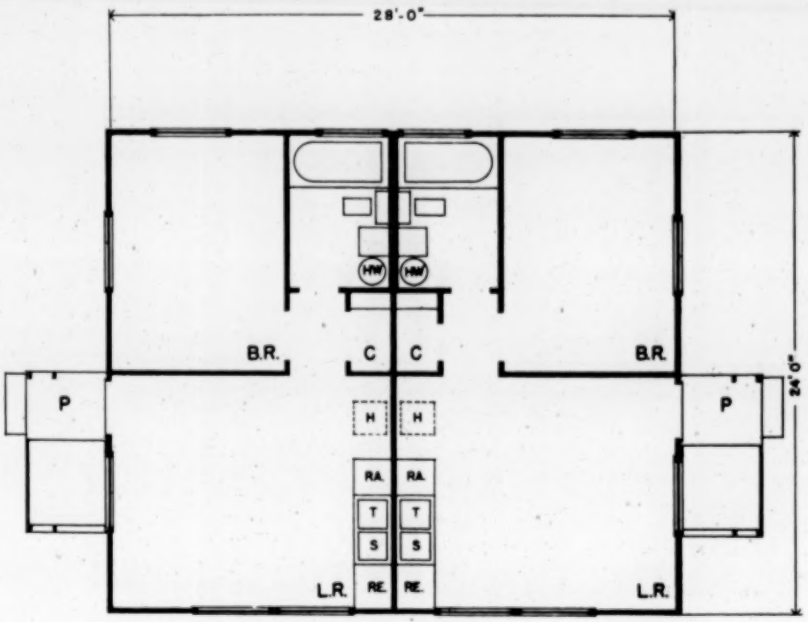
TRAILER SERVICE
UNIT
TYPE "A" S-104



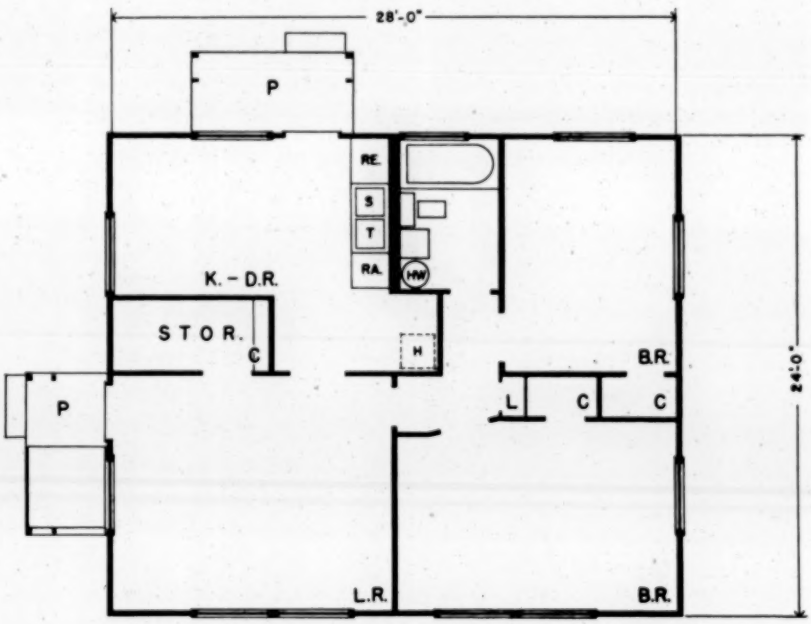
MANAGEMENT BUILDING
TYPE "A" S-102

1' 2' 3' 4' 5' 6' 7' 8' 9' 10'

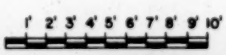
U.S.D.A. F.S.A.	DESIGN STANDARDS TEMPORARY HOUSING PROJECTS	S— 102 103 104



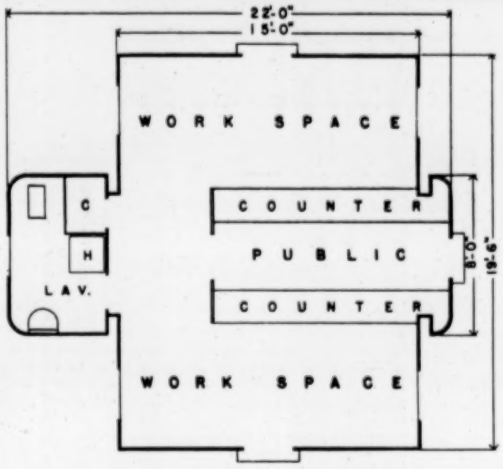
DUPLEX SHELTER [DEMOUNTABLE] TYPE "A"



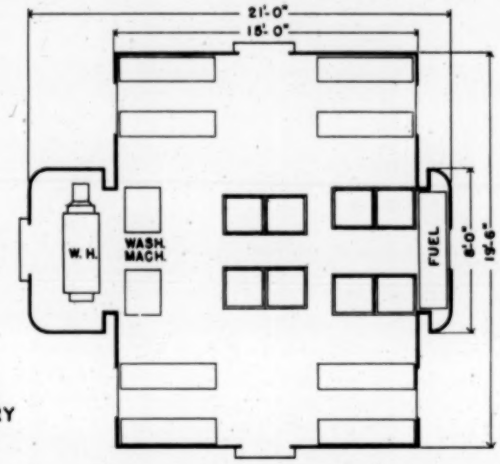
DUPLEX SHELTER CONVERTED TO SINGLE HOUSE TYPE "A"



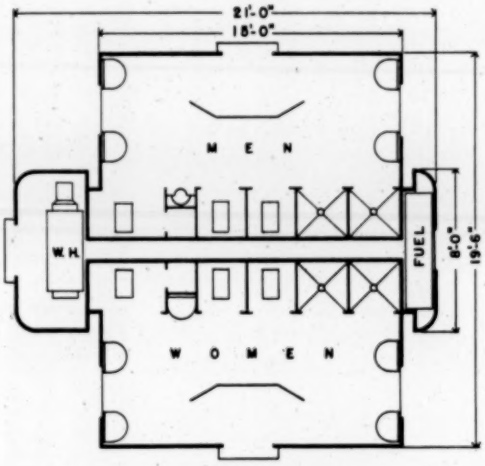
U.S.D.A. F.S.A.	DESIGN STANDARDS TEMPORARY HOUSING PROJECTS	S—105 S—106



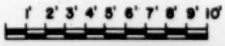
EXPANDABLE OFFICE TRAILER



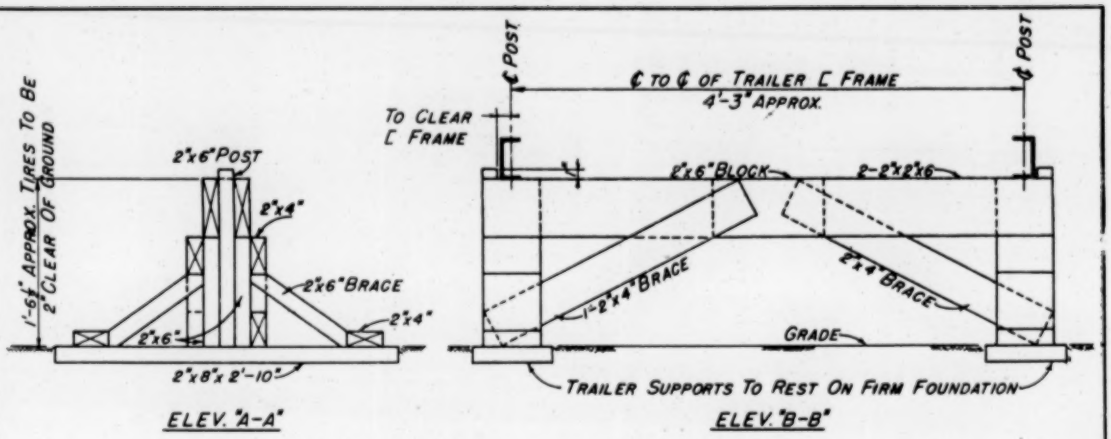
EXPANDABLE LAUNDRY TRAILER



EXPANDABLE TOILET TRAILER

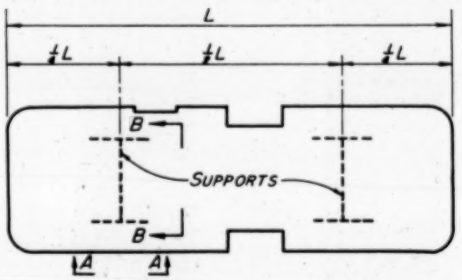


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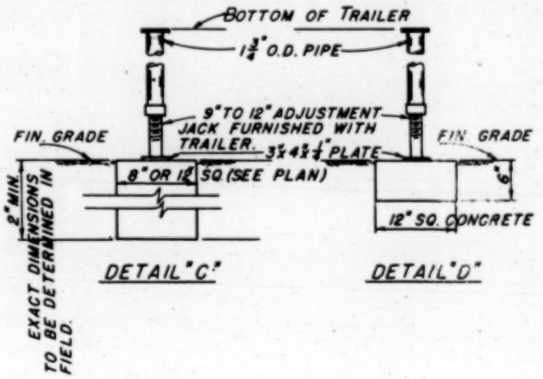


ELEV. "A-A"

ELEV. "B-B"



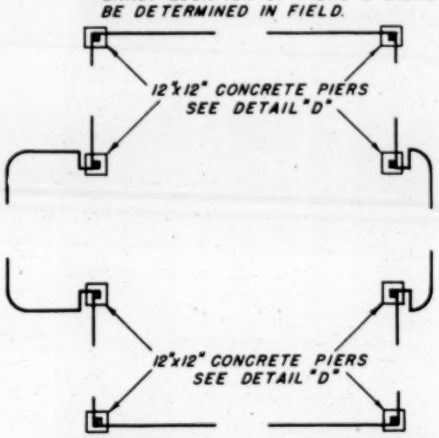
PLAN OF TRAILER SUPPORTS FOR STANDARD TRAILER



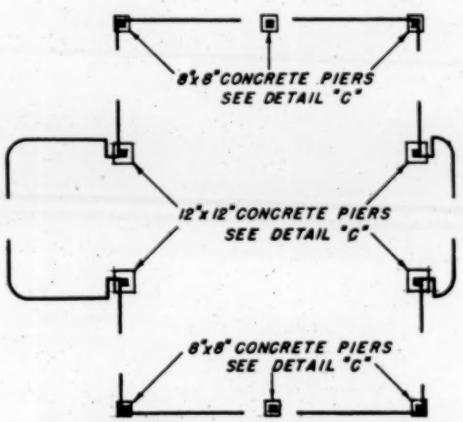
DETAIL "C"

DETAIL "D"

NOTE:
EXACT LOCATION OF PIERS & JACKS TO BE DETERMINED IN FIELD.

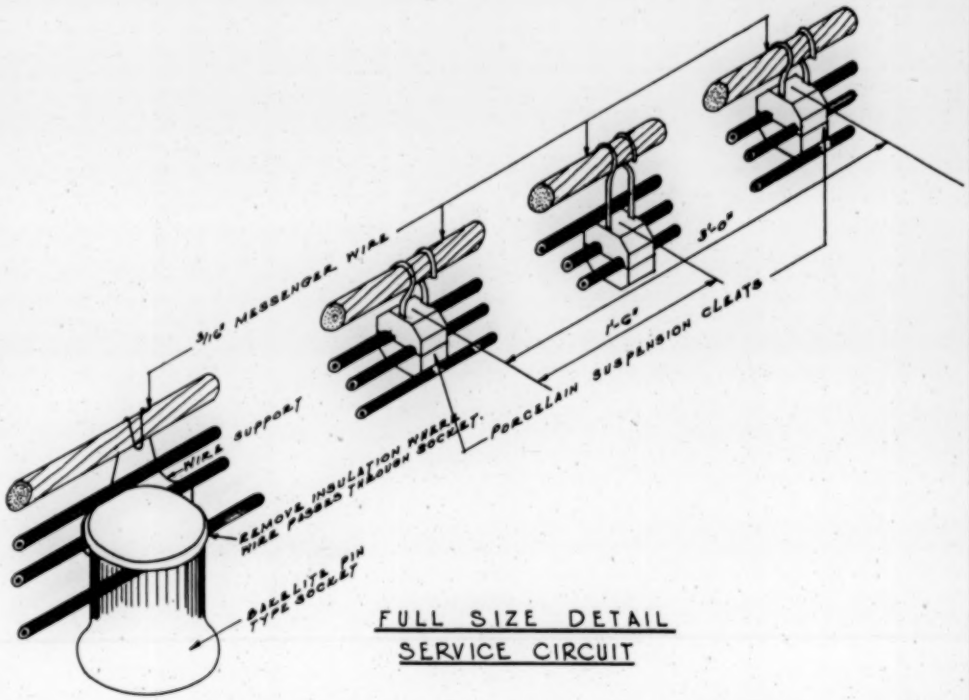


PLAN SHOWING LOCATIONS OF JACKS & PIERS FOR STANDARD EXPANDABLE TRAILERS

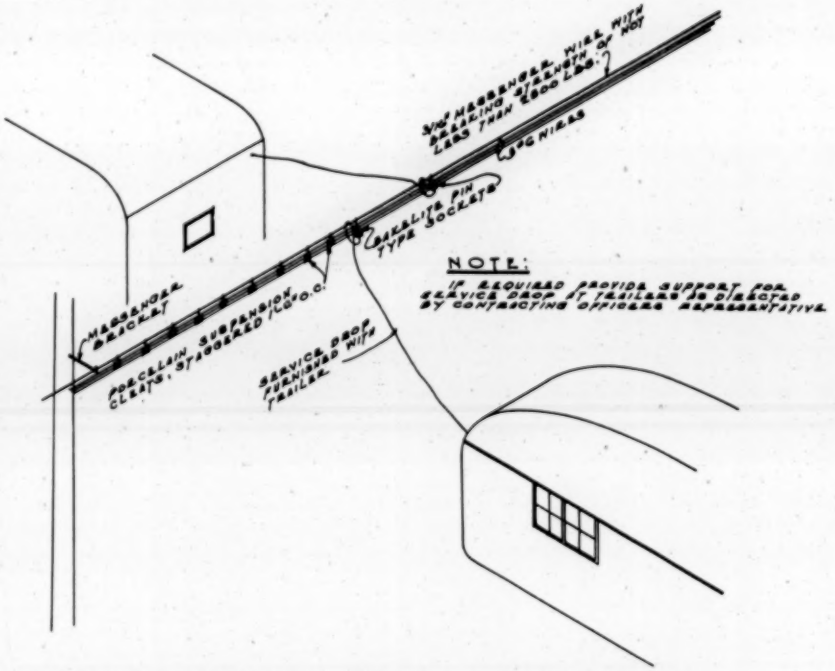


PLAN SHOWING LOCATION OF JACKS & PIERS - TOILETS, LAUNDRY, & OFFICE TRAILERS

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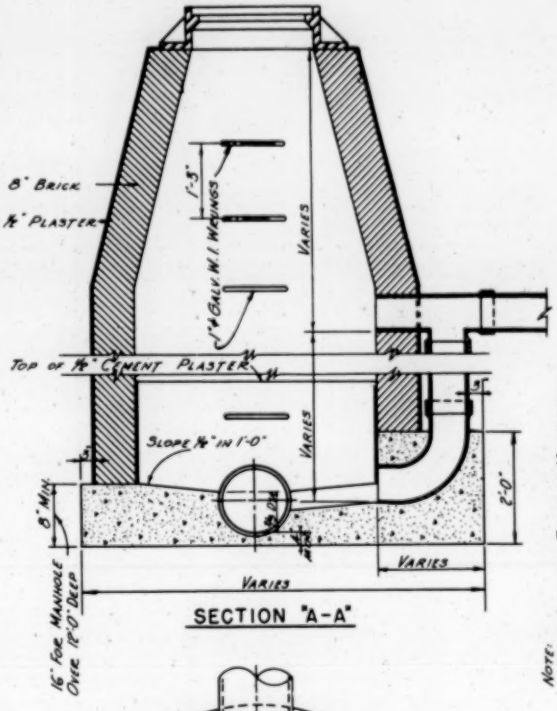


FULL SIZE DETAIL
SERVICE CIRCUIT

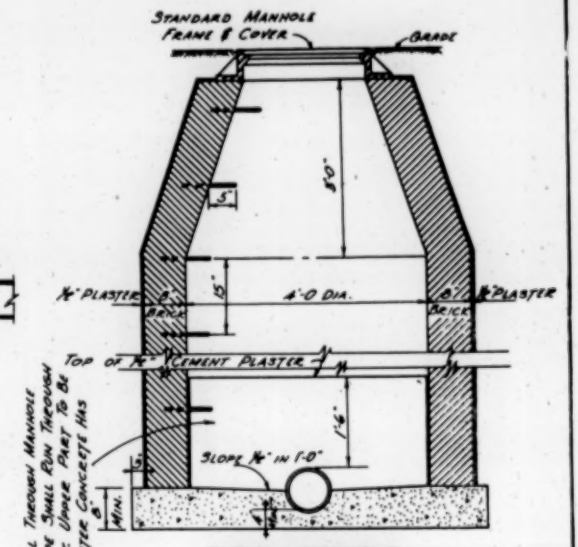


TYPICAL TRAILER DROP CONNECTIONS

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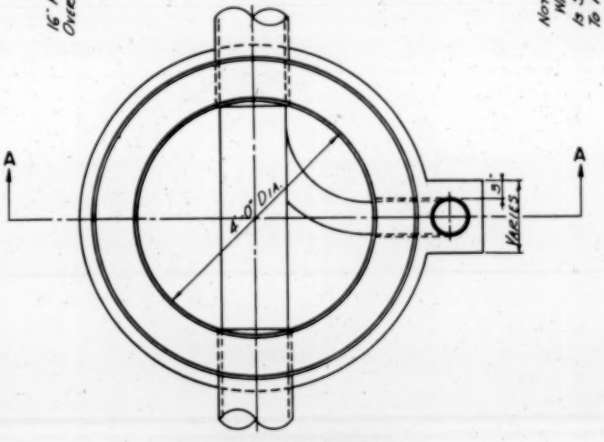


SECTION "A-A"

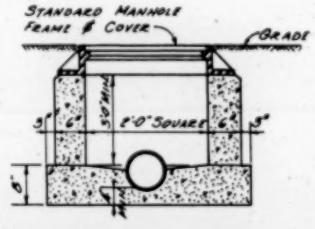


TYPICAL MANHOLE
DEEPER THAN 4'-0"

NOTE:
WHERE CHANNEL THROUGH MANHOLE IS STRAIGHT, PIPE SHALL RUN THROUGH TO FORM INVERT. UPPER PART TO BE BROKEN OUT AFTER CONCRETE HAS SET.

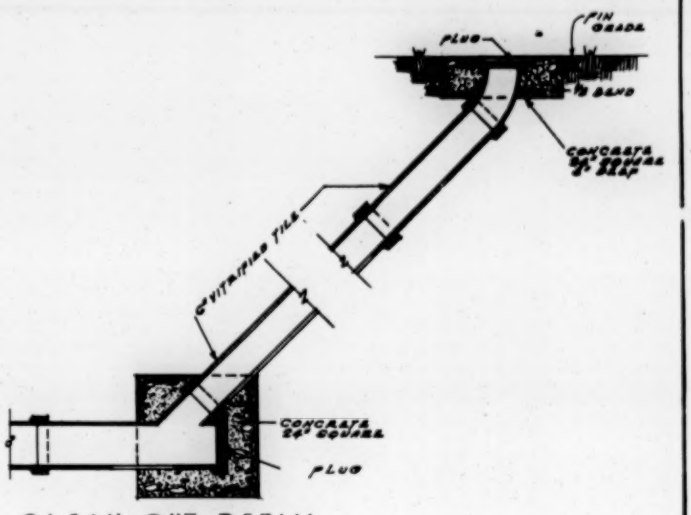


PLAN AT BARRELL
STANDARD BRICK DROP MANHOLE

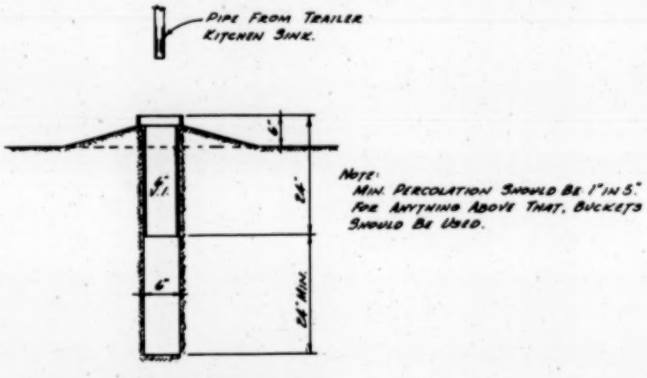


SHALLOW TYPE MANHOLE

U.S.D.A. F.S.A.	DESIGN STANDARDS TEMPORARY HOUSING PROJECTS	S-203



CLEAN OUT DETAIL
SCALE: 3/4" = 1'-0"



DRY WELL FOR KITCHEN WASTE

U.S.D.A. F.S.A.	DESIGN STANDARDS TEMPORARY HOUSING PROJECTS	S-204

STANDARD QUANTITIES
FOR FURNISHINGS AND EQUIPMENT
ON FARM SECURITY ADMINISTRATION DEFENSE HOUSING PROJECTS

ISSUED BY
FARM SECURITY ADMINISTRATION
UNITED STATES DEPARTMENT OF AGRICULTURE
WASHINGTON, D. C.

STANDARD QUANTITIES
FOR FURNISHINGS AND EQUIPMENT
ON FARM SECURITY ADMINISTRATION DEFENSE HOUSING PROJECTS

THE FOLLOWING QUANTITIES OF FURNISHINGS AND EQUIPMENT ARE TO BE SUPPLIED AT ALL OF THE DEFENSE HOUSING PROJECTS.

ALL ITEMS LISTED ARE TO BE PURCHASED FROM A SOURCE OF SUPPLY CONTRACT WHICH WILL BE PROCURED BY THE WASHINGTON BUSINESS MANAGEMENT DIVISION EXCEPT FOR THOSE MARKED BY AN ASTERISK. THE ITEMS SO MARKED WILL BE PURCHASED BY THE REGION IN THE MOST ADVANTAGEOUS MANNER. PURCHASES SHOULD ONLY BE MADE IN THE QUANTITY REQUIRED FOR THE FACILITIES CONSTRUCTED AT A PROJECT.

FURNISHINGS AND EQUIPMENT FOR DORMITORIES

LOUNGES AND LOBBIES:

- 2 CARD TABLES
- 10 FOLDING CHAIRS
- 4 LOUNGE CHAIRS
- 1 DAVENPORT
- 1 TABLE (APPROXIMATELY 34 BY 72 INCHES)
- 2 FLOOR LAMPS
- * 6 ASH STANDS
- * 1 TRASH CAN

SINGLE ROOMS:

- 1 SINGLE BED (COMPLETE WITH SPRING, MATTRESS AND PILLOW)
- 1 CHAIR
- 1 CHIFFODESK
- 1 HANGING MIRROR
- 1 BED LAMP
- 1 PRINTED LINOLEUM RUG (6' X 9')
- * 1 WASTE BASKET

DOUBLE ROOMS (FOR MEN):

SAME AS ABOVE PLUS 1 BED COMPLETELY EQUIPPED, 1 BED LAMP AND 1 CHAIR

DOUBLE ROOMS (FOR WOMEN):

SAME AS ABOVE PLUS 1 ADDITIONAL BED COMPLETELY EQUIPPED, 1 BED LAMP, 1 CHAIR AND 1 DRESSER

GENERAL EQUIPMENT FOR EACH DORMITORY BUILDING:

- * WINDOW SHADES FOR ALL ROOM WINDOWS
- * 5 2-1/2 GAL. SODA ASH TYPE FIRE EXTINGUISHERS
- * 3 FIRE AXES
- * 2 DUCK SHOWER CURTAINS FOR EACH SHOWER STALL
- * 1 WALL TYPE MIRROR (TO BE HUNG OVER EACH WASH BASIN IN THE WASH ROOM)
- 3 BLANKETS FOR EACH BED EXCEPT AT PROJECTS WHERE TEMPERATURES DO NOT ORDINARILY DROP BELOW FREEZING IN WHICH CASE ONLY 2 BLANKETS WILL BE PROVIDED

FURNISHINGS AND EQUIPMENT FOR DUPLEX HOUSES

1 DAVENPORT WHICH OPENS TO A DOUBLE BED
4 PILLOWS
6 CHAIRS
1 TABLE
1 DOUBLE BED
1 BED LAMP
1 CHEST OF DRAWERS
1 HANGING MIRROR
1 9' X 10' LINOLEUM TYPE FELT BASE RUG FOR COMBINATION LIVING ROOM AND KITCHEN
1 7-1/2' X 9' LINOLEUM TYPE FELT BASE RUG FOR BED-ROOM
1 SPACE HEATER (TYPE OF FUEL TO BE DETERMINED BY UTILITIES ANALYSIS FOR EACH PROJECT)
- WINDOW SHADES FOR ALL OPENINGS
- 1 WASTE BASKET
- 1 GARBAGE PAIL (STEP-ON, 3 GAL.)

EQUIPMENT FOR EACH TRAILER

- 1 1 QT. FIRE EXTINGUISHER (CARBON-TETRACHLORIDE TYPE)
- 1 WASTE BASKET
- 1 GARBAGE PAIL (STEP-ON, 3 GAL.)
- 1 PAIL FOR SINK DRAINAGE WATER

EQUIPMENT FOR UTILITY BUILDINGS

- 1 WALL TYPE MIRROR OVER EACH WASH BASIN IN WASH ROOM
- 1 2-1/2 GAL. SODA ASH FIRE EXTINGUISHER FOR BOILER ROOM

2 BENDIX WASHING MACHINES EQUIPPED WITH COIN OPERATED SWITCHES

FURNISHINGS FOR UTILITY TRAILERS

- 1 1 QT. CARBON-TETRACHLORIDE TYPE FIRE EXTINGUISHER

APPLICATION OF STATE AND FEDERAL LAWS TO THE HOURS OF WOMEN EMPLOYED ON DEFENSE PROJECTS

The great increase in employment on government projects in connection with the national defense program has given rise to questions concerning the application of laws regulating the hours of employment of women. Organizations interested in the welfare of wage-earning women have written to the Women's Bureau to learn whether State hour laws are applicable or whether any Federal legislation has taken their place. The present statement was prepared by the Women's Bureau in answer to such requests.

A. Summary:

1. No Federal law at the present time sets an absolute limit to the number of hours women may be employed. In general, unless a State hour law applies, women workers have no protection as to the maximum length of time they may be employed.

2. Women employed by private firms producing supplies for the Federal government are protected by State hour laws. This is true whether or not the contract amounts to more than $10,000 and thus subjects the contractor to the Public Contracts Act.

3. Women employed in offices of private firms doing construction work for the Federal government are protected by State hour laws, where they are performing office work. Where women are employed as laborers or mechanics, they are protected if the contract provides that the contractor shall obey and abide by all applicable laws of the State in which the work is performed.

4. Women employed by the Federal government in the executive branch and in arsenals, munition, or other factories owned and operated by the Government are not protected by State hour laws.

5. Women employed in arsenals, munitions, or other factories which are owned by the government but operated by a private individual, under a cost plus fixed fee contract, are protected by State hour laws.

6. Whether or not women employed by government corporations, such as the Federal Housing Administration, Federal Deposit Insurance Corporation, etc., are covered by State hour laws is still uncertain.

B. Explanation:

The four principal types of employment in which the question of the application of the State hour laws has arisen may be classified as follows:

1. Employment by a private firm working on a government supply contract.

2. Employment by a private firm on a government construction project.

3. Employment by an instrumentality of the United States.

4. Employment in government-owned arsenals, munitions, or other factories.

1. Employment by a private firm working on a government supply contract.

Under the Public Contracts Act which applies to contracts in excess of $10,000, a 40-hour maximum work week is established, but the Secretary of Labor is authorized to permit overtime on payment of time and one-half the basic rate. Since such permission has been granted by the Secretary in all industries, the 40-hour maximum work week provision of the Public Contracts Act is not in effect at the present time.

The Administrator of the Public Contracts Act has consistently advised inquirers that State statutes affording employees greater protection over their hours of service than the Public Contracts Act affords have not been suspended; hence State hour laws are enforcible where work is performed on contracts over $10,000.

There is no Federal law regulating the maximum work week where work is performed on contracts of $10,000 or less. Consequently, the State law applies to such contracts.

2. Employment by a private firm on a government construction contract.

No Federal law regulating hours of work is applicable to office work performed in connection with construction contracts. Since the State law applies in the absence of any Federal regulation, women performing office work for firms engaged in construction contracts are covered by the State hour law.

The Federal 8-Hour-Day-Law permits any contractor or subcontractor to employ mechanics and laborers employed on most public works more than 8 hours a day if time and one-half is paid for overtime. However, many government construction contracts, in particular those let by the War Department on a cost plus fixed fee basis, contain a clause in which the contractor agrees to comply with all applicable laws of the United States and of the State in which the work is performed. If the contract contains such a clause, the contractor who employs a woman to work longer than the maximum hours permitted by State law, whether in the office or as a mechanic or laborer, is violating the terms of the contract as well as the State hour law.

3. Employment by an instrumentality of the United States.

The Federal Government of course has immunity from State hour laws. This immunity applies to employees of the executive branches of the government, such as the Departments of War, Navy, State, Labor, Commerce, Justice, etc. Women employed by an executive branch of the government located in one of the States are not protected by the State hour law.

With respect to government corporations, it is impossible to give a definite answer as to whether or not State hour laws are enforcible. Government corporations are created by Acts of Congress for the purpose of carrying on proprietary or business activities as distinguished from strictly governmental functions. The courts have held that they are free from the restrictions imposed by certain types of labor laws, but no case as yet has involved the question of the enforcibility of a State hour law.

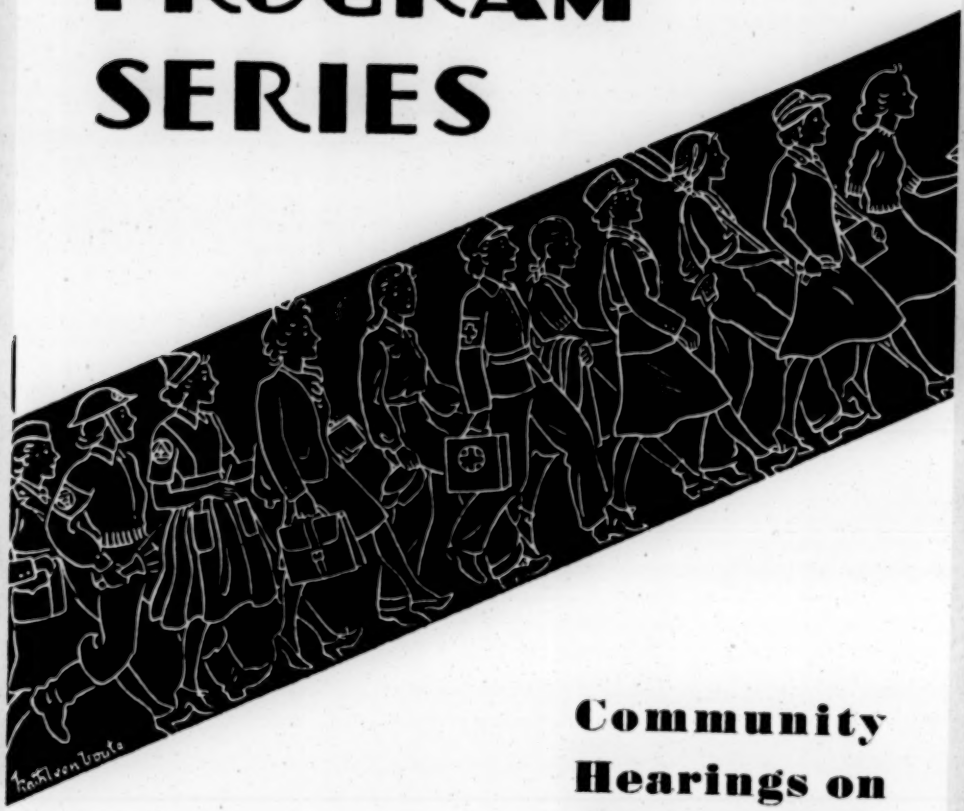
There is no Federal law establishing maximum hours for public employment. The Federal law establishes a minimum work day of 7 hours except Sunday and holidays and requires a half day off on Saturday (or some other day if more feasible), at the same time leaving to heads of executive departments the right to fix maximum hours of work.

4. Employment in government-owned arsenals, munitions, and other factories.

Women employed in government arsenals, etc., are not protected if the arsenals are owned and operated by the government. However, in some cases the government owns the physical plant but the operation of the arsenal has been turned over to private individuals under a cost plus fixed fee contract basis. Where a private individual is the employer, the State hour law would apply.

Reporting Violations. Where violation of a State hour law occurs in connection with work performed on a government contract for a private employer, the violation should be reported to the State labor department. It would also be advisable to report the violation to the department for which the work is being performed so that action could be taken in those cases in which the contract specifically called for compliance with all State labor laws.

WAR SERVICE PROGRAM SERIES



Community Hearings on Women War Workers

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Community Hearings on Women War Workers

How the Y.W.C.A. or other social agencies may help the community to think about what is happening to industrial and white-collar women in wartime. (The same principles can be used for setting up hearings on other community concerns.)

THE WOMANS PRESS
600 Lexington Avenue • New York, N. Y.
25 cents

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of the United States of America



Printed in the United States of America
403

Contents

		PAGE
	FOREWORD	1
I.	WHAT "OURTOWN" NEEDS TO HEAR	4
II.	HOW TO SET UP A HEARING COMMITTEE	8
III.	WHAT'S THE HEARING FOR?	13
IV.	STRAIGHT TO THE SOURCES OF INFORMATION	15
V.	TUNING UP	17
VI.	AFTER THE HEARING — WHAT?	20
	SUGGESTED REFERENCES	22

Foreword

THE SWIFTLY increasing rate of women's entrance into industry and business in order to meet the manpower demands of a nation at war raises a host of problems, both for the women and for the community, and brings unprecedented changes in community life.

It is therefore urgent that the community understand what is happening in its midst, in terms of factual and potential situations, so that it may be able, by facing those facts and possibilities, to cope with the attendant problems and changes in an intelligently coordinated fashion.

Among the devices for community education is the community hearing. For the purpose of this pamphlet the community hearing* (hearing and forum are used in this pamphlet loosely and interchangeably) is defined as a carefully planned presentation of facts and problems concerning a given situation to a public audience through a round-table or panel discussion by workers in closely related fields, with some opportunity for the audience to participate. Any comprehensive view of such problems, in order to bring unbiased results, would require the cooperation, both in the hearing and in the planning, of every group concerned with the subject, such as the appropriate community and social agencies, employers, trade union and non-union workers, personnel workers of industrial management, minority groups, and so on.

In this wartime scene we have chosen to set forth some steps and suggestions for planning a community hearing on the concerns of women war workers, gleaned from the experience of hearings already held by local and national agencies. *The same underlying principles of planning would hold true for a community forum on any other topic* that an agency or group of agencies might choose to initiate and develop, such as Housing, Community Health, Wartime Needs of Our Boys and Girls, Food Shortage, Recreation Needs, etc. Even the group which is planning a district or county hearing on some agricultural problem will find that *the method and principles presented here are adaptable* if combined with specific help from the Agricultural Subcommittee of the National Board, Y.W.C.A.

We are indebted to records of the following projects for principles and illustrations:

*For more exact distinctions between forums, hearings, panels, etc., see chapters III and IV of *Programs, One Way and Another*, Margaret Hiller (Womans Press, 50 cents).

"Conference on Women in the War Effort," sponsored by the Y.W.C.A. and twenty-six other community organizations and agencies of Detroit and held at the Detroit Y.W.C.A. on April 11, 1942.

"Women Workers and War Production," an evening-session hearing arranged by the Industrial Subcommittee of the Division of Community Y.W.C.A.'s, National Board, Y.W.C.A. and held in New York on April 24, 1942.

"The Employed Woman in the War Effort," a one-session forum sponsored by the Y.W.C.A. of Los Angeles on July 11, 1942.

"Hearing on Women War Workers," a plan designed and outlined by Miss Betty Britton in connection with the Y.W.C.A. Orientation Course at Ferry Hall, summer of 1942.

"The Role of Women in the War Effort," an all-day hearing initiated by the Committee on Women Workers, National Board, Y.W.C.A., in cooperation with the National Federation of Business and Professional Women's Clubs, Inc., and the National Women's Trade Union League, and held at the Hotel Roosevelt, New York, on September 24, 1942.

"Public Hearing on Women Workers," an evening session initiated by the Business and Professional Department of the Grand Rapids Y.W.C.A. and held at the Y.W.C.A. on October 6, 1942.

"The White-collar Worker in the Present Scene," an open meeting of the Business and Professional Subcommittee of the Division of Community Y.W.C.A.'s, National Board, Y.W.C.A., on October 8, 1942.

Group Action Council Meeting — not a public hearing but an all-day conference of six national business and professional women's organizations held primarily on the subject of women workers in wartime, at the Henry Hudson Hotel, New York, on November 14, 1942.

"Portland's Growing Pains," Monday Evening Clinics initiated by the Public Affairs Committee of the Y.W.C.A., Portland, Oregon, and held weekly beginning November 16, 1942. Each of the "Clinics" is on a different community topic such as "Negro Housing and Its Implications." "Can Portland Assimilate 100,000 People?" "Is Portland Neglecting Her Boys and Girls?" (The Portland Y.W.C.A. Business and Professional Department is planning a hearing on "White-collar Workers" and the Industrial Department will hold one on "Is 24-Hour Recreation Advisable in Portland?" both of which will be part of the Monday Evening Clinics.

At the one-day hearing on "The Role of Women in the War Effort" held in New York, Miss Rose Schneiderman, chairman of the afternoon session, said: "Perhaps it would be wise to ask the Y.W.C.A. to take the initiative and call us together in the various localities where our organizations exist and allocate the job that is to be done in that particular locality in connection with training, with placement and with labor conditions, everything that affects women."

This suggestion is, of course, not a mandate, but that the Y.W.C.A. should be at least one of the moving spirits in the initial planning of a hearing on women war workers is a fairly obvious conclusion from the Y.W.C.A.'s own history. Ever since its beginning — the 1850's and 1860's in this country — the Y.W.C.A. has not only expressed concern for and acted upon the problems of women war workers but has included these women in its fellowship. It was the Y.W.C.A. which first took up the improvement of working conditions in hoopskirt factories. It was the Y.W.C.A. — so the chairman of the Los Angeles forum on "The Employed Woman in the War Effort" reminded her audience — which conducted the first classes in typing in 1873, "as a proof that, if the six women graduated from the typing course, women would be capable of such occupational endeavor in spite of any male 'you-can't-do-it-ism.'"

I. What "Ourtown" Needs to Hear

"OUR TOWN'S not what it used to be," our citizens declare in a vaguely disappointed tone. They are aware that many strange faces are on the streets; that buses and streetcars are more crowded than ever at certain unexpected hours; that every time one steps up to a counter there is a new saleswoman; that it is almost impossible to find a household worker; that young Mary Gilbert who has been looking for a job ever since she graduated from high school in 1938 has landed one in a defense industry which pays far more than her bookkeeper father has ever earned in his life.

Beyond a few general observations of change such as these at the point where he is directly affected or interested, the average citizen of "Ourtown," or other towns in which there are war industries, knows little of what is actually happening to women in his own community and what the community ought to be doing to adjust properly to the changing situation.

And so, if a group of community-minded individuals are eager to have "Ourtown" find out what is happening, they may decide to use some device such as a public hearing or open forum on "Concerns of Women War Workers." They will then ask themselves first of all what "Ourtown" needs to know, what kinds of facts should be presented in such a meeting. Out of the experience of those places in which similar hearings have been held, it is evident that questions such as the following will be useful, together with those which bear on special problems peculiar to the community under consideration. *It is extremely important that the facts given be pertinent to situations within "Ourtown" and not generalizations that leave no basis for action.* Here, then, are some of the questions which the committee may need to weigh in advance of the hearing. (Obviously no committee would find it possible to take up all of them and will need to select the most urgent ones.)

Does the community realize the new importance of women in production? What experiences can be cited both from "Ourtown" and from elsewhere in the United States and other countries that illustrate how essential womanpower is to the winning of the war? (The Los Angeles forum invited representatives from the consulates of Great Britain, China and Russia to speak to this point.)

In formulating an impression of wartime work, is there a tendency on the part of the community to overlook the importance of white-collar workers? (In the seventy-year span, 1870-1940, the clerical, sales and kindred occupations group had grown from 300,000 to 8,000,000, of whom 3,500,000 in the 1940 census were women; in 1940 there were also 3,500,000 in professional occupations, of whom 1,500,000 were women.) What facts and figures can be given in the hearing that will drive home the part that girls and women in businesses and professions play in helping to win the war?

What occupations have been recently opened to women in "Ourtown" for the first time? For example, in a New Jersey community, a large shipbuilding corporation – in existence since 1869 – opened its gates to women workers in October 1942 for the first time in its history. The Los Angeles forum revealed the entrance of women into sheet metal trades, blueprinting, lathing, welding, messenger service, car and tire servicing, riveting, soldering, boring, drilling, assembly work, handling of cranes, making parachutes, gas masks, gliders – and doubtless many other kinds of work were not listed. Likewise, for white-collar women, many new occupations are open such as laboratory technicians, bank tellers, draftswomen, civil engineers, meteorologists.

In what other occupations may women in "Ourtown" be needed, as the war continues? The Federal Security Agency finds that there are over 20,000 different occupations followed in the United States and that 80 per cent of these are suitable for women!

What evidences are there in "Ourtown" of a *rapid* increase of women in industry? A large plant in Portland, Oregon, manufacturing airplane parts and employing 2000 workers, expected that, by the first of 1943, 80 per cent of its workers would be women. From two aircraft factories alone near Los Angeles, 7200 men had been called in the draft by midsummer of 1942, many of whose jobs would be necessarily filled by women. The local or regional United States Employment Service Office is a reliable source to which a community may turn for this type of information.

What problems do these new occupations for women create? Such as: Conflicting demands on women – needed at home but needed on jobs, too. . . . Shall they leave reasonably permanent jobs with moderate salaries for "duration" jobs with higher salaries? . . . Conflicts between new and old residents of town.

. . . Resentment on part of remaining men that women are being called to "men's jobs." . . . Is there supporting evidence in "Ourtown" for the notion that "women don't like to work for women supervisors"? . . . What is the new timing in industries — such as the "red, white and blue shifts" — doing to women in creating difficulties of transportation (having to stand up in crowded buses all the way home from work or not finding adequate bus and streetcar service late at nights and in the early mornings)? . . . Difficulty in finding adequate food service (not enough restaurants or perhaps only beer joints open near the factories at night — or at any hour of the day, for that matter!) . . . . Difficulties in having to shop when one should be sleeping if working on a night shift. . . . Inadequate day nursery care for children of women workers. . . . Etc., etc.

Are industrial hazards or occupational diseases increasing in "Ourtown"? For instance, in certain industries new poisons are being found valuable in economic production but little is yet known about the effect of their use upon the workers. Are women more prone to certain hazards than men are? Do women cooperate in reducing hazards, for example, by wearing hairnets?

Is there danger of a breakdown of industrial standards? Already in many states there is a marked lengthening of hours and a move to repeal hours limitation as applied to women. Civil service has lowered the minimum age limit for girls from 18 to 16. . . . Should temporary adjustments be made in wartime?

What is the situation in "Ourtown" relating to employment of sixteen- and seventeen-year-old girls? In some war centers there is a 400 per cent increase in numbers of such youth now employed.

Is there difficulty in getting women to want to shift to new fields of work?

Is "Ourtown's" problem not that there is an influx of workers into the community but that both men and women are leaving town to work in war industries elsewhere?

Are women over forty-five now finding employment in "Ourtown"? Is the ability of those among them who are trained, experienced women being used?

Are women of minority groups being employed in "Ourtown" on the principle of "equal pay for equal work"? (Negro women, women of foreign background.) Is opportunity being given for their training so that they may compete on an equal

basis of qualifications with others? (Incidentally, the New York hearing on "The Role of Women in the War Effort" was reminded that women physicians are also a minority group and that, although nurses have received full recognition from the United States Army, with rating, proper salaries and proper titles, women physicians have no standing whatever in the Army.)

What provisions are being made in "Ourtown" industries and businesses for preservation of the health of women workers?

Has the housing situation been affected in "Ourtown"? How easily do women workers get to and from their places of employment?

What recreational needs are being supplied? What is lacking? (In the Grands Rapids "Public Hearing on Women Workers" the point was made that most girls prefer to have their recreation elsewhere than where they work.)

Are all locals of the C.I.O. and A.F. of L. opening their membership to women, and are women included in their policy-making groups? Are all locals willing to admit Negroes to membership?

What are the prevailing practices and new trends concerning equal pay for men and women in the same jobs?

Are women and girls leaving "Ourtown" to work on farms? What evidences are there of misunderstanding between townspeople and farmers? Does the situation warrant perhaps a county-wide hearing or conference to be called on rural-urban relationships?

Granted that it would be helpful for "Ourtown's" citizens to face these questions or similar ones and their answers, what are the steps which those who are eager to make provision for such discussion would take in preparation? The following chapters will give some suggestions gleaned from past experience on how to set in motion the plans for a community hearing.

II. How to Set Up a Hearing Committee

THERE ARE a number of groups within the Y.W.C.A. — and the fact holds equally true of any other community agency — from which the original suggestion might emanate that an open hearing in "Ourtown" on "Concerns of Women War Workers" would be helpful to the community: perhaps the Business and Professional Department or the Industrial Department or both, the Public Affairs Committee, the Health Education Committee or the Board of Directors.

The National Business and Professional Girls' Council, meeting in the fall of 1942, issued the following recommendation:

"The National Council recommends that Business and Professional Departments initiate (or have their Associations sponsor) the formation of a committee to correlate community groups concerned with problems of women workers for study and action. Our particular responsibility is to see that the problems and contributions of white-collar workers are presented in proper proportion to the total work scene."

If the idea of a hearing sprouts in one of the departments or committees the group will probably realize, as did the Los Angeles Interclub Council (made up of business girls), that it is a far-reaching idea, too big for any one club or department, and that into the initial planning should be drawn the entire Association. This can be done by enlisting the active participation of the Board of Directors and the general secretary.

Extremely important for a successful hearing is the formation of a strong Hearing Committee. A student in a Y.W.C.A. orientation course (see page 2) offers the following procedure for setting up such a planning group:

A small Organizing Committee, Miss Britton's outline suggests, could be set up which would select volunteers from the community for a later Hearing Committee, the Organizing Committee to consist of the secretary and chairman of the committee or department which has initiated the idea of a hearing, the president of the Y.W.C.A. board and one or two other board members and the general secretary.

"This committee should understand the proposed project. They need not continue after their organizing job is done, though one of them should be selected by the Organizing Com-

mittee to be chairman of the Hearing Committee. If the Organizing Committee is not too large, they could all or part sit on the Hearing Committee. The Organizing Committee should also make a definite nomination of the person who is to preside at the hearing. . . . They should set a time and place for the first meeting of the Hearing Committee and determine in what way the hearing is to be called.

"The Organizing Committee, over the signature of the secretary and/or chairman of the department or committee which initiated the idea and the president of the Board of Directors, might send out a letter to carefully selected persons in each of these agencies which would have a direct concern in the subject of the hearing, asking them to participate in the hearing and to nominate someone — who could represent her agency or who could act in her own name — to serve on a committee to set up a hearing.

"The letters should be followed up by personal interviews or telephone calls to enlist their support of the letter's request.

"From the list of persons garnered in this way, the Organizing Committee should select those who would be most able in setting up the hearing. One or two members of the Organizing Committee should be appointed to approach these persons, asking their participation on the Hearing Committee and inviting them to a committee meeting at a time and place previously set by the Organizing Committee.

"The Hearing Committee meets, the person previously chosen as chairman by the Organizing Committee presiding. The committee agenda might include:

Appointment of a secretary
Explanation by the chairman of the background of concern about women war workers in the community and the Y.W.C.A.'s relation to it
Discussion and questions
Decision on purpose of hearing
Structural organization of hearing, place, time, publicity, etc.
Scope of hearing
Who should participate in hearing — in asking questions, in answering questions, as audience

"The chairman should have at hand suggested outlines of the structural organization of a hearing and material which

would suggest pertinent questions, all of which she has studied before the meeting. . . .

"To this committee is assigned the job of seeing that the hearing is carried out effectively. This includes consideration of all interested agencies of the community, avenues of publicity, reports, mechanics of extending the invitations to participate, etc."

In Los Angeles the idea of a community hearing was first presented by a business and professional Area Council member to the Los Angeles Interclub Council, "where it was thoroughly discussed and where a committee was appointed to work out the details. The Interclub Council saw the idea not only as a means of getting information about employed women and of helping to work out the problems disclosed but as an opportunity for the Y.W.C.A. to become a still greater force in the community.

"This committee [Hearing Committee] elected three subcommittees:

Publicity
Contact – organizational representatives and resources
Planning

"A letter was written to the Board of Directors of the Y.W.C.A., inviting their cooperation and outlining tentative plans, subject to change after further discussion and consultations. The board appointed a committee to work with the business girls.

"At the meeting of the combined board and interclub representatives we reached the decision to concentrate on the *employed* woman, since women's activities today cover so wide a scope that it would take more than an afternoon's conference to give any kind of picture and would probably result only in much confusion. Moreover, our Y.W.C.A. membership is composed principally of employed women; then, too, we realized that in industry the number of women employees is increasing at a fast rate.

"We [the Hearing Committee] then discussed which agencies would best bring to light methods of working out the purposes of the hearing, using the suggestions outlined by the Area Council Committee.

"We narrowed ourselves down to agencies which would present a different phase so that there would be a minimum of duplication but yet be inclusive enough so that they would present a complete picture. We conferred with our vocational counselor who aided us in making up the final list."

The committee then chose six agencies whose representa-

tives were asked to constitute a panel. Other agencies were asked to contribute information from the audience. Other steps taken by the Los Angeles committee may be suggestive:

"We had written letters to the members of the panel as well as to the consulate representatives, outlining points which we felt would be clues to the kinds of contributions we desired.

"We telephoned to these persons before the letters were sent by the Contact Committee; the letters were in the nature of follow-up.

"The Contact Committee also wrote the letters to the organizations who were invited to be present and followed them up with telephone calls. Special letters were sent to the Y.W.C.A. clubs inviting their cooperation and participation."

The chief difference in procedure between the two plans from which we have quoted is that apparently the Los Angeles original committee did not add members from outside the Y.W.C.A. to its planning group; the Organizing Committee served also as the Hearing Committee, in its case.

The committee whose job it is to plan the program details of the proposed hearing is not necessarily limited to the Y.W.C.A. or whatever the initiating agency may be. The more general the distribution of responsibility for planning can be made, the more really the project becomes a *community* hearing. This does not mean that *every* agency in the town must be represented on the Hearing Committee, since unwieldiness would then be the result, but rather that every type of agency that has definite facts and experience to contribute to the problem at hand should be represented.

It seems scarcely necessary to point out that in the early stages of organizing a Hearing Committee the hearing project should be cleared with the Council of Social Agencies, if one exists in the community, and that its wholehearted backing and cooperation should be secured.

Who shall preside at the hearing? The chairman of the Hearing Committee may or may not be the one who is to preside at the hearing. And it is possible that still another person may be asked to serve as chairman of the panel group. It is essential, however, that both persons be women who have been familiar with the plans from the outset.

The woman who is chosen to preside at the hearing — and of course this holds true also for the chairman of the panel group — must be an able discussion leader, one who has the art of drawing out the group and of giving all who wish to speak a

chance to do so.* She will need to preside not only with graciousness but with firmness, for in an open meeting there are always present some who have a single-track mind or who have an ax to grind or who are "just plain longwinded."

Since, after having fixed the purpose of the hearing, the committee has considered all the kinds of information and factual data which should be brought out as suggested by the questions on pages 4 to 8 in this pamphlet, discrimination in selecting the information most pertinent to the problem at hand and elimination of less significant facts are necessary. Therefore, whoever is to preside at the hearing must have these points well in mind, for in the all too brief time that can be given to a subject which has many ramifications the chairman needs a strong sense of relative values and of timing.

*See *How to Lead Discussion*, Leroy E. Bowman (Womans Press, 35 cents) and *What Is the Discussion Leader's Job?* (D-3, U. S. Department of Agriculture, Washington, D. C.).

III. What's the Hearing For?

VERY EARLY in the planning process the committee responsible for the actual hearing must be absolutely clear on its understanding of the purpose of the project and of the end result it wishes to attain.

Is the forum or hearing intended to be simply a device for publicity – publicity for the agency which has initiated it? There are times when such a purpose is justifiable, but if so the committee must be careful not to arouse in the audience expectations that cannot be fulfilled. It is a very good thing for the community to know what is being done by certain agencies to cope with problems evolving from the rapid entrance of women into war industries and what further efforts can be made by those agencies, but the danger of stirring up false hopes in the community must be avoided, as must be any impressions given in advance to the public that the audience is called together for action.

Is it intended to be purely informational in character? This type of hearing, a rapid survey of facts, may again be justifiable, especially if the committee feels that there is need to devote the entire time available to factual presentation, to be followed at some future meeting by opportunity for discussion and action.

Is it intended to be both for information and for action? It is probable that the audience will not be regarded as having authority to act formally and administratively, but there are many follow-up procedures that could result from the moral backing of such a meeting where public opinion is sought and expressed against a background of facts. It is conceivable that out of the hearing, for example, might develop a coordination of effort to provide in the community opportunities for more adequate training and preparation of women in the new fields of work to which they are being called. It might be that community-wide pressure from such a hearing would concentrate on getting technical schools, colleges and shops to open their training to women. Again, it might be that the community would be aroused to the need for a check with the National Better Business Bureau on the reliability of the mushroom crop of schools or courses that are claiming to train women in special fields of work or, possibly the increasing emphasis on food rationing, the necessity for workers to carry their lunches, the

smaller amount of time that women formerly at home, now in a war industry, can give to the preparation of meals, all point to the need for nutrition courses to be offered in the community at convenient times. (See chapter VI for other illustrations of possible action.)

Needless to say, the nature of the planning and conduct of the hearing will vary with the purpose decided upon by the committee. Wholehearted agreement and clear understanding on what it hopes may be accomplished through the hearing, are, then, the committee's first step.

IV. Straight to the Sources of Information

HOW SHALL the factual data be gathered? This is the opportunity to enlist the interest and services of the persons or organizations that ought to know the facts – to go straight to the sources; it is not an occasion for guessing or for generalization. The Hearing Committee will prepare these persons in advance for the kind of information they will probably be called upon to give. If a certain representative is not included in the panel discussion, the committee should make clear to her that she is expected to contribute from the audience at the appropriate time.

It is conceivable that some smaller communities which, by the advent of a war industry, may have been suddenly plunged into consideration of women war workers, do not yet have sources of information within them. Such communities can always write to their State Departments of Labor, Agriculture and Education for some assistance and to their regional U. S. Employment Service Office for whatever information may be available. Or, the sociology department of a near-by college will perhaps gladly render assistance in securing the desired information from an area approach. *Your Community** will be helpful to small towns as well as to large cities in giving general understanding of what to look for and in any study of the community.

In so far as is practicable, employed women, both war workers and nondefense workers, both union and nonunion members, both oldtimers and newcomers, should be included in the planning and in the hearing. Such inclusion necessitates careful selection of the participants – not just any women or girls because they happen to work but persons chosen because they have something worth while to contribute out of their experience to the planning or to the discussion. Such persons can be found in Y.W.C.A. clubs, unions and other organizations. Particularly if the community is in an agricultural area, it would be helpful to include also in the panel a farm woman and, if possible, a city woman who has worked on a farm this year, so that the implications of farm-city relations as intensified by the war may not be lost sight of.

The following list, compiled from the resources of similar projects already planned, should be regarded only as a *partial list* of agencies that would be interested in the problems of women

**Your Community*, Joanna C. Colcord (Russell Sage Foundation, 85 cents).

workers in wartime. The list is, however, indicative of types of agencies not only that might participate in the planning but that might be resources for factual information, that might be discussants in the panel and that might be indispensable in follow-up work. Where national or state organizations or agencies are cited, it is assumed that contact would be made with them or needed information would be secured from them through their local units or representatives wherever possible.

Church leadership, such as: Ministerial Association, Interchurch Council, outstanding ministers, rabbis and priests.

Educational leadership, such as: departments of economics and of sociology in colleges and universities, deans of women, vocational counselors.

Government agencies, such as: Agricultural Adjustment Agency, Federal Security Agency, Children's Bureau and Women's Bureau of the U. S. Department of Labor, Women's Policy Committee of the War Manpower Commission, U. S. Employment Service.

Labor organizations, such as: American Federation of Labor, Congress of Industrial Organizations and independent unions, American Labor Education Service, National Women's Trade Union League.

Minority and nationality groups, such as: National Association for the Advancement of Colored People, National Urban League, Alpha Kappa Alpha (a Negro women's action group which has a Nonpartisan Council on Public Affairs), and such nationality groups as would be selected with the counsel of the priests or ministers of churches and the editors of newspapers of given nationalities.

Personnel workers in industrial plants and in businesses where large numbers of women are employed in war work.

Local community or social agencies, such as: Chamber of Commerce, Council of Social Agencies, public library, Travelers Aid, Catholic Community Service, Jewish Welfare, Consumers League, League of Women Voters, United Service Organizations.

State agencies or departments, such as: Departments of Agriculture, Labor, Education, Industrial Welfare Commission.

Women's organizations, such as: Federation of Business and Professional Women's Clubs, American Association of University Women, General Federation of Women's Clubs, Pi Lambda Theta (employed women in education), Altrusa, Zonta, etc.

V. Tuning Up

NATURALLY THE Hearing Committee is eager that the big event shall proceed without a hitch. No matter how carefully the program itself may be planned, there are certain mechanical details that can make or mar the sense of satisfaction which audience and participants should feel.

Length and number of sessions – is enough time allowed to cover the subject adequately and to produce the desired result? In "Ourtown" is it more important to reach a daytime or an evening audience? Is the hearing set for a date that is comparatively clear in the community? If the hearing must be confined to one long session, should there be a break in the middle of it for relaxation? The effectiveness and incentive of an otherwise ideally planned and executed hearing could be destroyed merely by forcing upon audience and participants the physical and mental fatigue of sitting and listening too long at one stretch.

Place—be sure to select, if possible, only a location available for *interracial groups* and make this point clear in the business arrangements, whether the room is being rented or offered free for the occasion.* This consideration is especially important if a luncheon or dinner is being planned in connection with the hearing.

Is it possible to secure a room or hall that is not too large for the estimated attendance? A scattered audience with many barren spaces is not particularly conducive to participation from the floor. Are the acoustics good so that no one will miss either the questions raised or their answers? If not, can an amplifying system be installed, with several microphones set up in the audience?

Seating of the panel – if the panel participants are seated at a table on the platform, can the table be a long enough one that all members of the panel face the audience by being seated only at the back and the two ends? Visibility helps audibility.

Record of the meeting—if it is not possible to arrange for a stenotypist to make a transcript of the discussion, can several

*Send to the Federal Council of the Churches of Christ in America for a leaflet entitled "Guiding Principles and Practical Procedures for Making Hotel Arrangements for Interracial Groups" (297 Fourth Avenue, New York; one copy free on request; 75 cents per 100).

recorders be appointed in advance, one of whom will be ultimately responsible for drafting one composite report? How will this record be made available to all agencies desiring to refer to it later? Can announcement of its future availability be made to the audience? The importance of arranging for a permanent record of the meeting must not be overlooked. Who can tell what history in the development of women's affairs may be made here?

Publicity — is one person to be responsible for submitting a written account to be used by newspapers? Or shall the Hearing Committee invite news reporters to give their own versions of the forum, and trust that some insignificant feature will not be played up out of all proportion to its worth, while the significant facts are ignored? Or can one member of the Hearing Committee who is thoroughly familiar with the subject serve as consultant for the press, helping to steer them toward the really important aspects to be brought out in their narratives?

How shall the forum be publicized in advance? What other forms of publicity shall be used besides the press? (Posters, telephone, personal contacts, written invitations, folders, etc.) If each member of the Hearing Committee makes sure that a number of her friends come by personal invitation, the response of the audience and the quality of the question period are likely to be safeguarded.

Can an arrangement be made with a local radio station to broadcast part of the hearing?

Just how much publicity should be given to the initiating agencies in connection with advance announcements in the press, and later in the report of the hearing, should be discussed by the Hearing Committee. A reasonable amount, in the bearing it has on the work of the organization as related to the subject of the hearing, would be justifiable, but such publicity should not be permitted to overshadow the presentation of facts which, through the meeting, the community should learn about what is happening to women war workers.

Visual aids — Specific items of fact and personal experience, which are the substance of a good hearing, both make more sense and are understood better if they are heard against a visual background of general fact. Charts or other forms of visual assistance on the platform or around the room to be examined between sessions, or facts and figures in mimeographed but concise format

to be in the hands of the audience will be of great help. For example, such facts as:

Total number of unemployed women in "Ourtown" ...
Total number of unemployed women of foreign birth or parentage ...
Total number of unemployed Negro women ...
Predicted number of women needed for next six months { in industry ... / in business ...

VI. After the Hearing—What?

IF THE HEARING has been well planned toward a clear, accurate presentation of what the situation is in "Ourtown" in regard to women workers, factual data given and problems enumerated, with sufficient time for asking and answering questions, the mood of the audience and participants is bound to be one of action and follow-up – unless, of course, the intention of the Hearing Committee has been to make the hearing purely informational.

Coordination of effort should be the keynote rather than each organization's attempting to solve the problems in its own way. A word of caution is in order here that additional organization not be set up which would duplicate a form of coordination already in existence. For example, if there is need for federal legislative action, the Women's Joint Congressional Committee with its long years of experience would be far more effective than some newly created group for action.

One of the problems in "Ourtown" may be inadequate housing of women war workers, and at this point more effective work could be accomplished by a united approach of the two or three agencies which have a special concern in the question. Another problem that should be faced by several appropriate organizations may be the need for better opportunities for the training and placement of women needed for new kinds of work. Still another group of agencies may make a concerted attempt to remedy certain conditions of work. Some of the agencies and individuals in the audience will be impelled to work on the question of getting men to recognize the justice and common sense of including women in policy-making groups. Certain agencies and individuals will tackle the problem of fair opportunities for minority groups. A special area of concern may be the place of the white-collar worker in the wartime picture, upon which surely the Y.W.C.A., the local units of the National Federation of Business and Professional Women's Clubs, Inc., and the women's service clubs would work together.

Here are two other illustrations of action that might result from such a hearing. A suggestion was brought out in the New York hearing on "The Role of Women in the War Effort" that an attempt be made to open the eyes of industrial managements to the possibility of drawing upon women employees they already

have in their organization to fill supervisory jobs rather than bringing, from the outside, men new to the work. From facts presented in the hearing, there might be a concerted effort to get employers in the community to fix their rates of pay by the job and not by sex, if it should be found that women were being discriminated against as a general practice.

The Detroit "Conference on Women in the War Effort" (see page 2) provides still another example of follow-up. It adopted resolutions on the following subjects and sent them to appropriate local, county, state and government officials: Child Care Centers; Health, Housing and Recreation; Training and Placement; Labor Standards.

Plans may develop at the forum for a forwarding council or committee to function which will pursue the good ideas generated in the meeting and will see that the appropriate agencies or groups of agencies carry them out.

Then, a natural follow-up of the hearing would be some provision for keeping up to date the factual information gathered and presented at the meeting. Such data should be lodged in some central place of reference such as the public library or the Council of Social Agencies headquarters, or the Chamber of Commerce.

Similar future forums may be found desirable either to explore the subject further or to take up some other subject of community-wide concern and its problems.

In the interests of wartime economy, all that can be done to draw together the various groups of the community for united or at least coordinated action is of inestimable service in solving the community's problems. At the same time, such an effort at coordination promotes the most effective use of specialized agencies, allowing their concentration in the field of their own best endeavor within the general framework.

Suggested References

A. For Help in Setting Up a Hearing

Programs, One Way and Another, Margaret Hiller (Womans Press, 50 cents). Chapters III and IV give the fine points of distinction between symposiums, panels, round tables, forums and hearings.

How to Lead Discussion, Leroy E. Bowman (Womans Press, 35 cents).

What Is the Discussion Leader's Job? (D3, U. S. Department of Agriculture, Washington, D. C.).

Committee Cues, Lucile Lippitt (Womans Press, 25 cents).

"A 'Women Workers' Forum in Your Community," Olive Van Horn, *Womans Press,* June, 1942.

"Industrial Subcommittee Stages a Hearing," Elizabeth Barnes, *Womans Press,* June, 1942.

"Set Up an Opinion Clearing House," *Independent Woman,* June, 1942, pages 165-169.

Your Community, Joanna Colcord (Russell Sage Foundation, 85 cents) for general background on how to understand the community.

B. For Facts on Women Workers in Wartime

Local daily newspapers.

Government departmental reports, such as publications of the Women's Bureau and other Department of Labor publications and statements of the War Manpower Commission.

Library of Congress bibliography of books, articles and pamphlets that discuss women's part in the Second World War.

American Library Association (ask your local public library) which can probably furnish a reading list of current magazine articles, books and pamphlets on the subject.

"More Women at Work," Rhoda E. McCulloch, *Womans Press,* November, 1942.

"The Battle for Production," for bibliography on women workers, *Independent Woman,* June, 1942.

"The Indispensable Woman," Margaret Culkin Banning, *New York Times Magazine,* November 29, 1942.

Victory, weekly bulletin of Office of War Information (Super-

intendent of Documents, Washington, D. C., 75 cents a year).

"Womanpower: the Key to the Manpower Problem," *Employment Security Review,* December, 1942 (Superintendent of Documents, Washington, D. C., 10 cents).

Is There Enough Manpower? Harold W. Metz (Brookings Institution, Washington, D. C., 25 cents).

Where Can We Get War Workers? Sanford Griffith (Public Affairs Committee, Inc., 10 cents).

Women at Work (leaflets issued by the U.S.O. Division of the National Board, Y.W.C.A. and saleable in quantity lots by the Womans Press, price to be announced).

White-collar Women, Juliet O. Bell, reprinted from the October 8, 1942, issue of the *Tally Sheet,* Data and Trends Department, National Board, Y.W.C.A. (Womans Press, 15 cents).

Since facts and situations bearing on this subject will change so rapidly, watch publication lists of government reports, of the Public Affairs Committee, Inc. (30 Rockefeller Plaza, New York), *Social Action* (289 Fourth Avenue, New York) and the Womans Press (600 Lexington Avenue, New York); also such program materials as will be issued from time to time by the National Board, Y.W.C.A. through its *Public Affairs News Service* bulletin, Program News Letters of the U. S. O. Division, *Industrial Program Exchange,* Business and Professional *News and Notes* and other materials issued by the industrial and business and professional offices, and current issues of the *Womans Press* ($1.50 a year).